

FACILITIES SPECIALIST

JOB DESCRIPTION



Position Type: Part-Time
non-exempt
Position Level: Specialist
Functions: General Operations

ABOUT NO MORE EMPTY POTS

No More Empty Pots (NMEP) is a grassroots non-profit corporation that connects individuals and groups to improve self-sufficiency, regional food security and economic resilience of urban and rural communities through advocacy and action. No More Empty Pots' vision is to support communities in becoming self-sufficient and food secure through collaboration and adhering to core values of education, stewardship, and sustainability.

ABOUT OUR CULTURE

All candidates for NMEP positions are evaluated on "get it," "want it," and "capacity to do it," and the values: forward thinking, arable & adaptable, innovative & solution oriented, people centered & trustworthy, and dedicated. All candidates must have the ability to accept challenges, ability to prioritize, ability to problem solve, versatility in applying knowledge and skills, commitment to NMEP' mission, and dedication to reducing structural inequities. All NMEP staff are expected to prioritize people and a focus on relationships while maintaining high standards of program delivery and using sustainable budgeting and time management practices.

POSITION DESCRIPTION

NMEP seeks a meticulous and customer-service oriented cleaning professional with building maintenance and minor construction experience to join the team. The position is responsible for keeping NMEP' Food Hub, Greenhouse and Administrative Office safe and sanitary. We are looking for someone with a strong background in custodial services or facilities management who is looking to grow with us in a facilities role. This position will report to the Facilities Manager.

Candidates for the Facilities Specialist position should resonate or identify with the following qualities and traits:

- Ability to effectively and proactively communicate internally and externally
- Positive mindset that sees opportunities in diverse experiences
- Be detail oriented and deadline driven
- Passion for doing work driven by community need
- Self-starting while working independently and proactively
- Motivation for taking on challenges and solving problems
- Drive to take individual ownership of and expand upon job duties
- Confidence to ask questions and provide solutions

TOP 5 JOB RESPONSIBILITIES

1. Assist with managing custodial maintenance for the Food Hub, Greenhouse and Administrative Office
2. Assist with managing inventory par levels for all facilities and janitorial supplies and products for the Food Hub, Greenhouse and Administrative Office
3. Daily inspection of all program areas to ensure standards are met for cleanliness and sanitation
4. Follow NMEP' Zero Waste Management guidelines to dispose of waste appropriately
5. Assist with set up and tear down for programs, events, activities, projects at the Food Hub, Greenhouse and Administrative Office

90% CUSTODIAL & MAINTENANCE RESPONSIBILITIES

- Maintain clean, safe, and orderly facilities (Food Hub, Greenhouse and Administrative Office) according to a daily, weekly, and monthly task schedule
- Follow CDC guidelines for cleaning and sanitation to ensure safe working conditions and prevent the spread of COVID-19, Flu and RSV

- Assist managing inventory and ordering of supplies including cleaning products, bathroom supplies and kitchen supplies to ensure that people have the materials and supplies needed to engage in NMEP programming
- Repair, maintain and monitor equipment, as assigned
- Periodic inspections of all program areas
- Clean and change filters for HVAC, as assigned
- Gather, dispose and empty trash and waste appropriately according to NMEP Zero Waste Management Guidelines
- Assist with changing light bulbs, interior and exterior, as assigned
- Assist with maintaining facilities exterior property-parking lots, planters, sidewalks, including weed and snow removal, as assigned
- Assist with programs, events, and activities to install, rearrange and/or remove furniture, as needed
- Assist with overseeing restocking and cleaning restrooms, sweeping, mopping, vacuuming, cleaning, disinfecting tables and counters, dusts, cleans and/or sanitizes furniture, walls, doors, windows, elevator and equipment, clean interior/exterior entryways, graffiti removal, clean and disinfect community surfaces (handrails, water fountains, countertops, etc.)
- Safely handle cleaning solutions and chemicals as part of cleaning in accordance with instructions
- Assist with par levels to track inventory of cleaning supplies and products
- Apply knowledge of computers and technology

10% ADMINISTRATIVE

- Attend all organizational and team meetings
- Respond to email and all communications in a timely manner
- Follow company policies including financial policies by managing and submitting financial documents including receipts, requisitions, invoices, and other sensitive documents in a timely manner
- Engage in professional development training/workshops

OTHER DUTIES AS ASSIGNED

- Other duties as assigned

REQUIRED SKILLS, QUALITIES, AND EXPERIENCE

- At least 1 year of substantially similar experience
- A valid driver's license and ability to operate company vehicle(s)
- Skills and experience working with a wide variety of staff and guests to problem solve safety and sanitation issues quickly and effectively
- Solution oriented and open to constructive feedback
- Skills and experience to safely handle hazardous equipment and chemicals
- Skills and experience to operate light and medium equipment

PREFERRED SKILLS, QUALITIES, AND EXPERIENCE

- Eager to learn new resources in a tech-positive organizational culture
- Customer service background and friendly demeanor
- Able to use Google for work, Microsoft Office Programs, Word, Excel, and PowerPoint

WORKING CONDITIONS AND PHYSICAL DEMANDS

- Frequently operates small and medium-size machinery for regular cleaning and maintenance purposes
- Frequently moves product and materials weighing up to 50 pounds
- Must be able to stand and walk for duration of shift, up to eight hours
- Frequently communicates with staff, students, volunteers, vendors, guests, and others about building operations, policies, and products. Must be able to communicate and exchange accurate and relevant information in these situations.
- Frequently reaches products and equipment stored in high or low locations
- Will work indoor and outdoor in conditions/environments that are hot, cold, or noisy

ADDITIONAL JOB DETAILS

- **Compensation:** \$18-24/hour commensurate with experience
- **Hours per week:** Part-Time, non-exempt/hourly, 15-29 hours per week.
- **Reports to:** Facilities Manager

TO APPLY

To be considered for this position, please submit a resume and cover letter to No More Empty Pots at jobs@nmepomaha.org. Be sure to include why this position with No More Empty Pots is a good fit for you.

Black, Indigenous, Latinx and any people of color, LGBTQ+ identities and anyone with marginalized identities are strongly encouraged to apply.

No More Empty Pots does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.