

One80 Place  
JOB DESCRIPTION

**Facilities Assistant**

The Facilities Assistant works with various teams (facilities, IT, housekeeping, laundry, etc.) in performing a variety of operational duties, facility based tasks, and assists in routine maintenance of the organization and IT systems.

**STATUS:** Full Time, Non-Exempt

**SPECIFIC REQUIREMENTS:**

1. Related field with 2+ years of experience.
2. Knowledge of basic maintenance required.
3. Experience with basic tools and equipment (hand tools, drill, saw, tape measure, power washer, blower, etc.).
4. Basic knowledge of IT systems (email, printer installation, windows updates, workstation relocation, etc.).
5. Excellent verbal and written communication and computer skills.
6. Must be adaptable to working in an ever changing environment. May start one task then be asked to complete another task that takes priority. Flexibility is a must.
7. Ability to manage time effectively and prioritize work tasks based on importance.
8. Ability to work independently and as part of a fast-paced team. Must have a great attitude.
9. Ability to relate effectively to diverse individuals.
10. Licensed driver with good driving record. Must provide DMV record for past 10 years if job offer is made to candidate.
11. Must be have the ability to drive a 16ft box truck safely and responsibly.

**SPECIFIC DUTIES:**

1. Assists facilities team with operational tasks and projects (basic maintenance, basic shelter upkeep, maintaining inspection ready status, various employee requests, etc.) as needed.
2. Assists the kitchen with driving the food rescue truck on Friday mornings and as needed.
3. Assists facilities team with tracking, responding to and handling various IT/systems requests. Assists with basic equipment installation (phone, cell phone, computer, etc.).
4. Seeks to serve and be a resource for a staff of 85+ team members.
5. Possible "on-call" status for emergency repairs and/or weather events.
6. Other duties as assigned.

**PHYSICAL, ENVIRONMENTAL AND SENSORY DEMANDS:**

1. Sound mental reasoning.
2. Sound organizational and time management abilities.
3. Superior communication skills, verbal and written.
4. Ability to relate effectively to diverse individuals.
5. Corrective vision and hearing to normal range.
6. Ability to move between service locations.
7. Ability to lift 50 pounds.
8. Possible exposure to communicable diseases, emotionally stressful working conditions, and irregular hours.