

# FACILITIES MANAGER

The Food Bank of Western Massachusetts, located in Hatfield, Massachusetts has a mission to feed our neighbors in need and lead the community to end hunger. In Berkshire, Franklin, Hampden and Hampshire Counties in Western Massachusetts, approximately one in every eight people suffers from chronic food shortages or needs emergency food assistance. In some areas, rates of hunger and food insecurity are more than six times higher than the Massachusetts statewide average.

Currently, The Food Bank is in search of a **FACILITIES MANAGER. This position reports directly to the Director of Food Operations and is a salary exempt position. The position overview:**

## **JOB OVERVIEW**

The Facilities Manager is responsible for the effective operation of the Facilities Department of The Food Bank of Western Massachusetts. This position's responsibilities include building and equipment maintenance, budget management, pest control, safety programs, disaster response, building security, facilities procurement, identifying real and potential hazards, and the supervision of the facilities staff.

## **ESSENTIAL FUNCTIONS**

- Provide leadership and perform supervisory responsibilities in accordance with policy and applicable laws. Responsibilities include staffing, training employees; planning, assigning, and directing work; performance management of employees; addressing employee relations issues and resolving problems.
- Ensures the overall efficient function of the food bank facilities operation and equipment.
- Responsible for maintaining building and equipment at peak efficiency. Responsible for assuring facility and all operations comply with the Food Bank's sustainable policies. Evaluate overall function of building and equipment, striving for constant improvement.
- Responsible for ensuring all repairs performed by vendors or facilities staffs are completed promptly and meet standard esthetics.
- Assures regular preventive maintenance and repair of buildings, mechanicals, grounds, and equipment; to include but not limited to: furnishings, warehouse equipment, machinery, HVAC, refrigeration systems, plumbing, electrical systems, alternative energy systems, and vehicles.
- Responsible for maintaining HVAC and intrusion alarm systems, and maintenance repair software.
- Responsible for supplying information, metrics, layman terms for grant writing and external parties.
- Responsible for an effective and integrated pest management program.
- Oversees maintenance of facility and operations to comply with OSHA, AIB, USDA, Feeding America, local Board of Health, food industry and other licensing bodies; and maintains proper permits.
- Responsible for security of the facility to include; maintaining fire alarm system, sprinkler system, fire pump, water tank, locks, door hardware, keying, master keying and key distribution to staff.
- Responsible for disaster response and readiness training and meeting facilitation.
- Responsible for responding to all alarm (perishable storage & building) notices, security, and or equipment failure situations. Includes being accessible via cell phone and onsite outside of regular work hours.
- With the Director of Food Operations is responsible for facilities procurement; works with appropriate vendors to ensure required compliance in all areas.
- Responsible for contract review and securing quotes from vendors as needed.

- Responsible for the Food Bank's Safety Program; assuring a safe workplace environment and regular workplace safety training to include: warehouse, forklift, trucking, fire safety, fire extinguisher use, CPR, and ECT team.
- Identifies potential safety hazards and troubleshoots with the appropriate department to engineer a solution.
- Work with the Director of Food Operations to create and manage the facilities budget.
- Participates in organizational and strategic development planning as needed, management and reporting activities, and disaster planning and response.
- Hire, trains, and oversees facilities staff to adhere to established policies and procedures and monitor compliance to established policies and procedures.
- With the Director of Food Operations and Manger of Food Operations is responsible for establishing and accomplishing team goals.
- Work with Food Operations management team on maintaining AIB compliance.
- Strictly adhere to and enforce all safety rules; Follow (and enforce) all division and Food Bank policies

### **BACK UP FUNCTIONS**

- In the absence of the facilities staff, responsible to back up cleaning responsibilities to include: bathrooms, open office area, trash removal, warehouse floors, and pest monitoring.

### **WORKING CONDITIONS**

- Consistently- standing, sitting, walking, driving, twisting, bending, seeing, hearing, pushing, reaching, and pulling; Lifting and gripping of objects weighing from less than 20 lbs up to 65 lbs.
- Evenings, overtime, and weekends if needed.
- Temperature zones in the warehouse and outside grounds can range from -10 to 95 degrees Fahrenheit.
- Powered equipment (i.e. forklift, pallet jacks, snow blower etc.)
- Ability to work on various height related tasks, ranging from floor level to over 15 feet.

### **JOB SPECIFICATIONS/ REQUIREMENTS**

- Three to Five years' experience in Facility Maintenance
- Strong leadership and communication (both written and verbal) skills; ability to work with diverse staff and constituencies; staff management
- Computer proficiency to perform needed tasks
- Excellent customer service skills
- Ability to present information and facilitate meetings
- Budget management
- Forklift experience or ability to learn
- Experience working with HVAC systems

### **JOB PREFERENCES**

- CPR certification
- Pallet jack experience

**How to Apply:** Please submit a cover letter and your résumé with the subject line **FAC2019**. The Food Bank of Western Massachusetts is an equal opportunity employer encouraging excellence through diversity and a Living Wage Employer.

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