



Join The Food Bank!

We are seeking a Facilities Manager – a key member of the management team in our Food Operations division.

This position is responsible for the effective operation of the Facilities Department including 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.

We offer an excellent benefit package including 80% employer paid Blue Cross Blue Shield health insurance, 50% employer paid dental insurance, generous paid leave, and matching contributions to our retirement plan.

To apply, please forward a cover letter and resume to jobs@foodbankwma.org with “Facilities Manager” in the subject line.

ESSENTIAL FUNCTIONS

- Ensures the overall efficient function of the food bank facilities operation and equipment.
- Responsible for maintaining building and equipment at peak efficiency and ensures that facility and all operations comply with the Food Bank’s sustainable policies. Evaluates overall function of building and equipment, striving for constant improvement.
- Performs prompt repairs that meet standard esthetics and contracts vendors to do the same.
- 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, and alternative energy systems.
- Responsible for maintaining HVAC and intrusion alarm systems, and maintenance repair software.
- Responsible for supplying information, metrics, and 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 including 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 including: 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.
- Participates in organizational and strategic development planning as needed, management and reporting activities, and disaster planning and response.
- Works closely with the Food Operations management team to ensure a smooth-running, well-trained, consistent, and efficient division and 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.
- Provides leadership and performs 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.
- Strictly adheres to and enforce all safety rules; follows (and enforces) all division and Food Bank policies

OTHER RESPONSIBILITIES

- Back up cleaning responsibilities including bathrooms, open office area, trash removal, warehouse floors, and pest monitoring.
- Works with the Director of Food Operations to create and manage the facilities budget.
- As part of the Food Operations management team, provides back up coverage in all aspects of warehouse tasks and management.

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. (medical exam required)
- 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; experience working as part of a team
- Computer proficiency to perform needed tasks
- Excellent customer service and negotiation skills
- Ability to present information and facilitate meetings
- Budget management
- Forklift and ride on pallet jack experience or ability to learn
- Experience working with HVAC systems
- Hoisters License or acquisition of one within six months of hire through Food Bank-paid training.
- Staff management

JOB PREFERENCES

- CPR certification or acquisition of one within six months of hire through Food Bank- paid training
- Holsters license
- Disaster planning and readiness experience
- Fire Safety experience

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