

FOOD BANK

OF WESTERN MASSACHUSETTS

TOGETHER, WE END HUNGER

Come work with a great team!

We are looking for an additional Facilities Associate to help us maintain a clean and well-functioning warehouse, office, and outdoors at our brand-new facility!

This position pays \$16.02-\$17.00 per hour depending on experience and qualifications.

To apply, send a resume to jobs@foodbankwma.org

The Food Bank offers:

- Paid lunch
- 14 days of paid vacation to start
- 10 paid sick days
- 80% of health insurance premium is paid by the Food Bank
- 50% of dental insurance premium is paid by the Food Bank
- We match up to 3% of retirement plan contributions after 6 months with us

Here is the job description:

JOB OVERVIEW

Responsible for routine facilities cleaning, property upkeep, and light general maintenance for office and warehouse. Additional project cleaning and assistance with other maintenance duties as needed.

REPORTING RELATIONSHIPS

Reports to: Facilities Manager

Supervises: No direct reports

ESSENTIAL FUNCTIONS

Internal Building

- Clean facility in accordance with Feeding America, AIB, Health Regulations and The Food Bank's cleaning program; to include but not limited to:
 - empty all trash cans and replace liners, clean receptacles as necessary,
 - cleaning and sanitizing of bathrooms, break room and kitchen using established practices and procedures,
 - restock supplies in bathrooms, break rooms and common areas,

- vacuuming, sweeping, and mopping of flooring,
- power scrubbing warehouse and community room floors,
- cleaning windowsills and windows,
- dusting and cleaning office desks and furniture that are not cluttered.
- Handle immediate cleaning and upkeep requests.
- Cleaning the community room prior to and after events and or large meetings.
- Assist in maintaining cleaning supplies and replenishment inventory
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Maintain janitorial equipment in a clean, safe, and operable condition.
- Proper labeling, dilution and use of all chemicals.
- Wearing proper Personal Protective Equipment at all times.
- Assist the Facilities Manager with maintaining The Food Bank's IPM plan: to include daily trap inspection, cleaning traps, and pest removal.
- Logging and tracking of completion of cleaning, IPM and compliance related tasks.
- Dusting and wiping down warehouse racking.
- Sweeping and washing warehouse floors with floor scrubber.
- Daily de-webbing in the warehouse.
- Report any needed repairs immediately to the Facility Manager.
- Follow all division and Food Bank policies and procedures.

Grounds

- Light grounds maintenance and cleaning to include but not limited to; snow and ice removal, weeding and shrub trimming, sweeping, debris removal, and trash removal.
- De-webbing and power washing exterior.

OTHER RESPONSIBILITIES

- General light maintenance duties such as patching/painting, changing light bulbs, general maintenance and cleaning of warehouse equipment, furniture repairs/reconfigurations.
- Maintain and promote a high standard of cleanliness and safety.
- Support warehouse operations by picking orders when needed.
- Collaborate with supervisor and appropriate Food Bank staff to accomplish organizational goals.
- Perform other similar duties as required (by responsibility or necessity) or as requested by direct supervisor or Food Operations Management.

WORKING CONDITIONS

- Warehouse and office environment with varying temperatures including freezers and outdoors
- Frequently lift and carry up to 50 pounds – medical exam required
- Must have a tolerance of heights and be able to work in tight spaces
- Operate vacuum and may operate other power tools/equipment

JOB QUALIFICATIONS/ REQUIREMENTS

Education & Training – HS Diploma or equivalent, 1C hoisting license or ability to obtain one at Food Bank expense within 3 months of hire

Experience – Demonstrated work experience

Other skills

- Must be dependable, reliable, and flexible
- Current valid driver's license
- Ability to work nights and weekends
- Ability to work independently with minimum supervision
- Ability to work cooperatively with other staff members, interns & volunteers

JOB PREFERENCES

- Additional work experience
- Two+ years of cleaning and maintenance experience preferably in a warehouse/office environment
- Demonstrated customer service orientation
- Good communication and organizational skills

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