

# FOOD BANK

## OF WESTERN MASSACHUSETTS

TOGETHER, WE END HUNGER

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### **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!

The Food Bank is an equal-opportunity employer that celebrates diversity and is committed to an inclusive environment for all its contracted workers, employees, and volunteers.

This position starts at \$19.65 per hour, and the schedule is Monday- Friday 10AM-6PM.

To apply, send a resume to [jobs@foodbankwma.org](mailto: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 landscaping tasks, 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: Maintenance and Cleaning Supervisor

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 Hampden 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

- Grounds maintenance and cleaning to include but not limited to; de-weeding and shrub trimming, lawn mowing, edging, sweeping, debris removal, and trash removal.
- Light snow removal, when needed.
- De-webbing and power washing exterior.
- First floor exterior window cleaning

#### 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
- Safety toe shoes where required

### 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
- 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

- Hoisters license
- Additional work experience
- Six months+ of cleaning and maintenance experience preferably in a warehouse/ office environment
- Six months+ landscape experience
- Demonstrated customer service orientation
- Good communication and organizational skills

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