



POSITION TITLE: Facilities Assistant

DEPARTMENT: Facilities

REPORTS TO: Director of Facilities

POSITION SUMMARY: This position supports supervisor in the maintenance of the physical plant and gardens. Employee will perform a variety of landscaping and general building maintenance work.

SALARY RANGE: \$15.00 -\$17.00 per hour based on experience.

SCHEDULE: Full time (35 hours per week) nonexempt 7:30 a.m. to 3:00 p.m. Monday through Friday.

POSITION REQUIREMENTS

EDUCATION: High school diploma or equivalent.

EXPERIENCE: One or more years' experience working in both landscaping and in general, skilled maintenance and repair work including carpentry, electrical, plumbing and general up keep.

POSITION KNOWLEDGE: Understanding of basic materials, equipment both hand and powered tools, required to perform a variety of landscaping and repair (plumbing, carpentry, painting, etc.) work.

PHYSICAL & MENTAL: Mobility: frequent sitting for long periods; frequent operation of a data entry device; occasional walking, standing, pushing, pulling, bending, squatting and climbing.

Lifting: frequent lifting of 15 pounds or less; occasional lifting of 5-50 pounds.

Visual: constant use of good, overall vision and reading/close-up work; moderate use of color perception and hand/eye coordination; occasional use of depth perception and peripheral vision.

Hearing/Talking: frequent hearing of normal speech, talking/hearing on the telephone/radio and in person.

Emotional/Psychological: frequent decision-making, concentration, and public contact, occasional public speaking, occasional exposure to situations involving trauma, grief, or death.

Environmental: frequent work in a standard office environment, occasional exposure to varied weather conditions.

LICENSE: Must possess a valid California Class C driver's license, proof of insurance, and/or have access to reliable transportation.

PRINCIPAL DUTIES

1. Assists in ensuring the daily functioning of the facility.
2. Assists in maintaining the grounds, gardens and buildings.
3. Trains and supervises volunteers assigned to assist in the performance of assigned duties.
4. Performs general repairs as requested.
5. Assists in the distribution of supplies to the various departments to ensure that they are able to function appropriately.
6. Maintains equipment to ensure proper functioning and lasting performance.
7. Carry out other duties as assigned.
8. Will embrace our mission statement and work to enrich the lives of the guests we serve.

St. Mary's Dining Room's mission is to respond to poverty in San Joaquin County by feeding the hungry, caring for health issues and restoring human dignity to over 700 individuals each day.