

Facilities Support Specialist



Essential Duties & Responsibilities

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1. Monitors storage locations and procedures to meet health and safety requirements.
2. Performs food and supplies procurement duties for all scattered units and shelter locations.
3. Regularly reviews the inventory status of needed food and supplies.
4. Keeps the food pantry and overflow pantry at Emergency Shelter stocked and organized at all times.
5. Responds to inquiries about order status, changes, purchases, or cancellations.
6. Reports maintenance issues for emergency shelters and scattered units.
7. Ensures that adequate supplies are on hand in all facilities.
8. Organizes and oversees volunteers in performing organizational or procurement tasks.
9. Performs periodic safety and cleanliness inspections of all facilities and works with the Facilities Coordinator on needed tasks to ensure high standards.
10. Provides immediate and professional response to any security/safety emergency.
11. Prepares and maintains purchase orders and receipts to ensure accurate and timely reporting, verifying accuracy, price, and specifications.
12. Prepares periodic reports as needed.
13. Develops positive long-term relationships with volunteers, donors, and vendors.
14. Assists with special projects and tasks the Facilities Coordinator or Program Supervisors assigns.

Friendship Home of Lincoln is an equal opportunity employer. Survivors, women, Black, Indigenous, and other people of color (BIPOC), trans folks, LGBTQ individuals, and people with disabilities are highly encouraged to apply.