

# **Facilities Assistant**



## **Essential Duties & Responsibilities**

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1. Monitors storage procedures to meet health and safety requirements.
2. Ensures the mechanical/electrical/plumbing systems are operating properly.
3. Provides preventative maintenance for emergency shelter building systems.
4. Facilitates maintenance and emergency repairs as required.
5. Maintains efficient operation of the shelter.
6. Organizes and oversees volunteers in performing maintenance tasks.
7. Ensures that systems are operable and adequate supplies are on-hand in single family, FH2 and transitional shelters.
8. Performs periodic safety inspections of all facilities.
9. Assists with in-kind donation program by arranging for pick-up, delivery and/or distribution.
10. Maintains purchase orders and receipts to ensure accurate and timely reporting.
11. Builds long-term relationships with volunteers, donors, and vendors.
12. Picks up Food Bank items and donations when needed.
13. Assists with special projects and tasks as assigned by the Facilities Coordinator or Program Supervisors.