



### **Our Mission**

Our mission is to leverage the power of food to end hunger and build healthier communities.

### **Our Vision**

We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity.

Together, we work to create a more nourished, prosperous region.

### **Our Values**

Our core values define who we are and how we work with our communities. Foodlink & our team members have:

**Compassion** - treat all with dignity & respect; build kinship with those we serve

**Innovation** - say yes; avoid complacency risk failure in the pursuit of ending hunger

**Collaboration** - build a shared vision, create synergies, maximize resources

**Agility** - respond urgently to the ever-changing needs of our community

**Stewardship** - maximize the impact of every dollar, donation and asset

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## **Job Title: Facilities & Maintenance Coordinator**

**Reports to:** Safety & Compliance Senior Manager

**Department:** Safety & Compliance

**Status:** Hourly, Full-time, Non-exempt

### **JOB SUMMARY**

Under the supervision of the Safety & Compliance Senior Manager (SCSM), the Facilities & Maintenance Coordinator inspects, repairs, and maintains various equipment and infrastructure for the organization. The Coordinator responds to assigned work orders and sees them through to completion, utilizing the most efficient and cost effective methods for repair and maintenance. The Coordinator plays a key role in ensuring the facility is audit ready at all times.

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### **KEY RESPONSIBILITIES**

- Maintains and leads internal work order ticketing system; addressing them based on priority level and determining if it can be repaired internally or a need to hire external vendor.
- Performs minor electrical, plumbing, painting, carpentry, and masonry maintenance.
- Does a cost comparison for internal versus hired work to determine how to proceed with a project.
- Builds strong relationships with external vendors who provide parts and services; including scheduling of quotes, project meetings, paperwork, and payment.

- Performs regular preventive maintenance on machines, equipment and facilities. Assists with emergency/unscheduled repairs of production equipment and performs scheduled maintenance repairs of production equipment during machine service.
- Complies with safety regulations and maintains clean and orderly work areas. Reports safety concerns to SCSM immediately.
- Completes and maintains various safety and facilities logs as required by internal processes and auditing entities.
- Can move furniture, equipment, supplies and tools on an incidental basis.
- Works in collaboration with the SCSM and other departments to ensure the facility is audit ready at all times.
- Keeps supplies and equipment organized and ensures they are in proper working order. Responsible to maintain an inventory of all tools, supplies, and equipment.
- Assists with custodial duties as needed.
- Performs other work related duties as assigned.

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## QUALITIES

- **Agile.** The ideal candidate will be able to adapt to evolving needs and priorities. Ability to juggle and prioritize a variety of needs that Curbside Market fills each day including staff, fleet, customers, weather, product, etc.
- **Collaborative.** Ability to work well with a variety of stakeholders including direct staff, peers, volunteers, other internal departments, and external partners.
- **Solutions-oriented.** Ability to be decisive and solve problems in a fast-paced, evolving environment. Can pivot between strategies and manage competing priorities.
- **People development.** Ability to identify high potential employees and develop them. Can drive consistency in training. Can communicate strategy and show how each employee fits into the big picture
- **Growth of programs.** Ability to articulate Foodlink's value proposition across all programs and connect the dots between our programs, products, and services for partners/agencies/funders. Ability to work with new and different partners/funders who may have different motivations. Gain and grow public support and funders through confident outreach and relationship management. Understand opportunities and proactively seek collaboration in the health care sector
- **Mission-driven.** Reflects on the mission often, using it as the north-star for decision making. Proactively seeks information as it pertains to hunger relief and/or how Foodlink operates.
- **Strategic thinking.** Ability to get out of the day-to-day to see the bigger picture – and can help others do the same. Ability to collaborate and connect the dots across departments. Can prioritize high-value work.
- **Customer service.** Has a people-first mentality when serving a wide variety of customers, from health care partnerships to direct service customers to vendors.

## QUALIFICATIONS

- High school diploma or GED, or equivalent combination of education and experience
- 1+ years facilities/maintenance experience
- 1 + years hands on experience working with plumbing, carpentry and HVAC
- Ability to troubleshoot electrical, mechanical and pneumatic systems desired
- Knowledge of warehousing safety and sanitary standards preferred
- Forklift experience preferred
- Valid NYS Driver's license
- Basic computer skills- Microsoft suite including; outlook, excel and word
- Must be able to work flexible hours
- Able to work in a team environment and work independently

- Able to communicate clearly and concisely orally and in writing
- Able to apply basic mathematical concepts
- Detail oriented and organization skills
- Willingness to work in varying weather conditions and on a flexible schedule as needed
- Able to lift and carry materials and equipment weighing up to 60 pounds on a frequent basis
- Friendly, customer-oriented personality
- Fluency in English required. Knowledge of Spanish helpful

We are actively seeing a diverse pool of candidates for this position and strongly encourage applications from candidates of color.

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### **SALARY AND BENEFITS**

This is a full time, year-round position, paid on an hourly basis. The schedule will vary across days of the week and flexibility is required, including working on weekends. Foodlink covers 100% of individual health and dental insurance with the ability to acquire family coverage with pretax dollars. In addition to generous paid time off (PTO), we observe 14 paid holidays throughout the year. Opportunity to contribute to a 401k retirement savings plan upon hire. Eligible for generous employer match after 1 year of service.

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### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. This position regularly requires the individual to lift objects weighing up to 50lbs.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all- inclusive. Employees will follow other instructions and perform other related duties as required.

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*Everyone is welcome here! Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.*