



Mission

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

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

Job Title: Building Maintenance Manager

Department: Facilities

Reports to: Director of Finance and Administration

Status: Full-time, Salary, Exempt

SUMMARY

Foodlink is currently recruiting a qualified and reliable Building & Property Maintenance Manager to oversee all general management, repair and maintenance for Foodlink's facilities. The ideal candidate will have knowledge and experience in general maintenance involving plumbing, masonry, drywall, carpentry, HVAC, and vehicle and equipment mechanics. Excellent organizational and communication skills, and a belief in Foodlink's core values of *agility, collaboration, compassion, innovation* and *stewardship* are a must.

GENERAL RESPONSIBILITIES

- Oversees and monitors work of all external property/building/equipment vendors or contractors
- Leads all maintenance processes and operations, including work order system
- Works with Compliance Lead staff to conduct regular inspections of the facilities to proactively identify and resolve problems to assure a safe work environment.
- Serves as lead contact for tenant spaces; scheduling repairs, communicating timelines and working with the Finance Department closely to assure proper accounting.
- Documents and prepares detailed preventative maintenance logs, procedures and schedules; assigns repair schedules and evaluate repair cost estimates.
- Plans and manages all repair, installation, and commissioning activities.
- Tracks expenses, completes AP vouchers, and monitors maintenance and facilities budget; oversees equipment stock and place orders for new supplies when necessary.
- Uses a variety of hand and power tools, electric meters, and material handling equipment in performing duties.
- Complies with safety regulations and maintains clean and orderly working areas.
- Complies with all company, local, city, state and federal guidelines.
- Provide after-hours support at properties, as needed (may include occasional evenings/weekends)
- Performs other job related duties as assigned.

Preferred candidates will have:

- A minimum of 5 years of general facilities maintenance experience

- Bachelor's degree in business administration, facility management or similar field is a plus or equivalent combination of education and experience.
- Exceptional communication and interpersonal skills required.
- Proficient with power tools and forklift operation; ability to complete other trainings as assigned.
- Previous supervisory and/or managerial experience is a plus
- OSHA 10 hour course is a plus.
- Strong attention to detail and ability to solve practical problems under time constraints.
- Experience with Windows-based software, including use of the internet and advanced working understanding of Microsoft Office suite including Outlook, Word, Excel and Teams; Google suite.,
- Must possess a valid driver's license with a good driving record, have access to a vehicle and be willing to travel within Foodlink's 10 county service area

We are actively seeking diverse candidates for this position and encourage applications from candidates of color.

SALARY AND BENEFITS

This is a full time, year-round position, paid at \$48,750/annually. 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.

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 equipment 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 will vary *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.*

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