

Facilities Coordinator

Classification: Non-Exempt
Status: Full-Time
Salary/Pay Rate Range: DOQ
Reports to: Facilities Director/Safety Officer
Date: June 4, 2019

Position Summary

The Facilities Coordinator is responsible for overseeing room set ups, cleaning and maintaining the JCC building and grounds. This position is responsible for the supervision of the custodial team and requires great customer service skills and the ability to work both independently and as part of a team.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Assign schedules for all custodial employees including contracted vendors
- Assign, assist and check on room set ups
- Input room set ups and reservations for JCC activities
- Assign, check for completion, and be able to fill in on all daily, weekly and monthly cleaning schedules. Duties on these checklists include, but are not limited to:
 - Bathrooms - clean, sanitize and restock supplies
 - Vacuum/sweep/mop floors
 - Dust
 - Clean all rooms and equipment as assigned
 - Laundry
 - Garbage collection and disposal
 - Cleaning of kitchen area
- Communicate clearly and effectively with direct supervisor or designated staff person regarding matters such as:
 - Cleaning supply needs
 - Equipment repair
 - Water leaks or other building maintenance
 - Health and safety hazards
- Open the facilities and occasionally secure facilities after operations when needed
- Ensure custodial equipment and inventories are organized, clean and in good working condition at all times
- Maintain JCC HazMat program including SDSs and Inventory List
- Wear proper Personal Protective Equipment (PPE) as necessary
- Understand and adhere to all safety policies

Other Duties

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee in this position. Activities, duties, responsibilities and schedules may change at any time with or without notice.

Competencies

- Ability to follow oral and written instructions
- Proven attention to detail, time management and problem solving skills
- Ability to prioritize multiple tasks
- Basic knowledge of proper cleaning techniques and products
- Excellent communication, interpersonal and customer service skills
- Ability to work well independently and as part of a team

Supervisory Responsibility

This position supervises the JCC custodial team and all outside custodial contractors in order to ensure the highest standard and quality of cleanliness is maintained.

Work Environment

In this position, work is performed both indoors and outdoors. In both settings, the employee routinely uses cleaning supplies and equipment and may also use ladders and tools. The employee regularly experiences exposure to dust, odors/fumes and noise. The employee is occasionally exposed to a variety of extreme outside weather conditions.

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.

While performing the duties of this job, the employee is regularly required to verbally communicate with others. This is an active position that requires standing, walking, bending, climbing, kneeling, crouching, reaching and lifting. The employee will be required to lift and carry items weighing 50 pounds or less.

Expected Hours of Work

The JCC facilities are open and staffed 7 days per week. The Facilities Coordinator can reasonably expect to work shifts of Monday, Wednesday, and Friday from 4:45 am to 1:15 pm, Tuesday and Thursday from 7:00 am to 3:30 pm. Some work may occur after operating hours and on holidays.

Required Education and Experience

- 3-5 Years of relevant experience
- Previous supervisory experience

- Valid driver's license and a clean driving record

EEOC Statement

The St. Paul JCC provides equal opportunity to employees and applicants for employment in accordance with applicable laws. Personnel decisions are made on the basis of merit and the needs of the organization. The St. Paul JCC does not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, disability, genetic information, sexual orientation, age, military or veteran status, membership or activity in a local human rights commission, or any other status protected by law.

To Apply

Please email your resume and cover letter to Regan McCormack, Human Resources Manager, at reganm@stpauljcc.org.