



JOB DESCRIPTION

Position:	Maintenance and Safety Assistant
Department:	Maintenance Department
Status:	Full-Time / Non Exempt Hourly
Reports to:	Facilities and Safety Manager

Job Summary:

Works in the offices and warehouses performing maintenance and warehouse related duties and responsibilities. Assists in maintaining a clean, safe and attractive working environment, with a special effort in food safety.

Major Responsibilities and Duties:

- Responsible for all facility maintenance and repair.
- Responsible for cleaning offices and warehouse areas.
- Maintaining a food-safe environment.
- Repairs as ability permits – plumbing, carpentry, painting, plastering, machine servicing, electrical or vehicle, etc.
- Maintaining landscaping and outside areas.
- Overseeing assigned volunteers.
- Preparing supplies and equipment for events.
- Cleaning the cooler and freezer.
- Responsible for projecting a positive public image of FOOD Share at all times.
- Responsible for up keep to A.I.B. standards.
- Other duties as assigned.

Job Qualifications:

- High School diploma or equivalent.
- Forklift experience required.
- Experience in proper cleaning and repair procedures.
- Ability to lift 50 pounds safely several times per day.
- Ability to work in a collaborative, team environment.
- Demonstrated commitment to the mission of FOOD Share.

Department Requirements:

- All staff is required to be organized and efficient at prioritizing projects
- All staff needs to have the ability to work with volunteers to maximize efficiency.
- All staff needs to have exemplary customer service skills to communicate with all food bank stakeholders.

FOOD Share, Inc. embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented and diverse workforce in a culture where all employees will contribute to their fullest potential.

* * The above description reflects the general details considered necessary to describe the principal functions and duties as required for the job and shall not be construed as a detailed description or task list of all the work requirements that may be inherent in the job. Job description is subject to change and additional responsibilities may be assigned depending on operational needs.