



Come be part of a wonderful team that is making a difference in the lives of so many. Each day here you will find unique opportunities to walk alongside our guests and provide support as they face homelessness and poverty.

POSITION TITLE: Facilities Assistant

DEPARTMENT: Facilities

REPORTS TO: Senior Director of Facilities

POSITION SUMMARY: This position supports the supervisor in the maintenance of the buildings, gardens and equipment. Employee will perform a variety of repairs, landscaping and general building maintenance work.

SALARY RANGE: \$18.90-\$20.80 per hour based on experience.

SCHEDULE: Full time (40 hours per week), day shift, Monday through Friday.

POSITION REQUIREMENTS

EDUCATION: High school diploma or equivalent.

EXPERIENCE: One or more years' experience working in general, skilled maintenance and repair work including carpentry, electrical, plumbing and general upkeep.

POSITION KNOWLEDGE: Understanding of basic materials and use of equipment (both hand and powered tools) required to perform a variety of landscaping and repair (plumbing, carpentry, painting, etc.) work.

PHYSICAL & MENTAL: Mobility: frequent walking and standing for long periods; frequent operation of power equipment; walking, standing, pushing, pulling, bending, squatting and climbing.

Lifting: frequent lifting of 15 pounds or less; occasional lifting of 5-50 pounds.

Visual: constant use of good, overall vision and reading/close-up work; moderate use of color perception and hand/eye coordination; occasional use of depth perception and peripheral vision.

Hearing/Talking: frequent hearing of normal speech, talking/hearing on the telephone/radio and in person.

Emotional/Psychological: frequent decision-making, concentration, and public contact, occasional public speaking, occasional exposure to situations involving trauma, grief, or death.

Environmental: frequent work in an outdoor environment, exposure to varied weather conditions.

PRINCIPAL DUTIES

1. Assist in ensuring the daily functioning of the facility.
2. Assist in maintaining the grounds, gardens and buildings.
3. Train and supervise volunteers assigned to assist in the performance of assigned duties.
4. Perform general repairs as requested.
5. Assist in the distribution of supplies to the various departments to ensure that they are able to function appropriately.
6. Maintain equipment to ensure proper functioning and lasting performance.
7. Carry out other duties as assigned.
8. Embrace our mission statement and work to enrich the lives of the guests we serve.

St. Mary's Dining Room provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

St. Mary's Dining Room follows all applicable Covid-19 guidelines required by the state of California.

St. Mary's Dining Room's mission is to respond to poverty in San Joaquin County by feeding the hungry, caring for health issues and restoring human dignity.