



Night and Weekend Facilities Assistant

JOB DESCRIPTION

Department: Facilities

FSLA Status: Non-Exempt

Job Status: Part-time

Reports to: Finance & Operations Director

Work Schedule:

General Office Hours are 5:30 p.m. – 9:30 p.m. Monday – Thursday, 12:30 p.m. – 4:30 p.m. on Fridays when programs/events are scheduled, and 7:30 a.m. – 1:30 p.m. Saturdays & Sundays. Requires availability for some early morning, evening, and weekend hours required to provide adequate coverage of facility needs. Facilities Assistant will be expected to coordinate shifts to provide coverage.

MISSION STATEMENT

To enhance the lives of those who have experienced the death of a loved one.

POSITION SUMMARY

The Night and Weekend Facilities Assistant is tasked with maintaining the facility at the highest level of quality and safety possible. This includes monitoring facility access during programming and events and providing additional facility support during programming and events.

RESPONSIBILITIES

Facilities

- Assist with set up of facility needs at home campus.
- Attend, set up, and staff volunteer and special events as requested.
- Ensure building security before, during, and after group/events. This includes monitoring gate access during arrival and departure as volunteers, families, and staff arrive and depart.
- Escort Bo's Place staff to vehicle.
- Secure the building at closing. This includes confirming: restrooms/kitchen faucets are closed properly, coffee pots and stove are turned off, lights are turned off, outdoor play equipment (i.e., basketballs) is put away, all indoor and outdoor doors are secured, monitoring company is notified of any significant schedule change.
- Interact with and direct visitors through building, as needed.
- Maintain general cleanliness of building including exterior areas. Alert Facilities Coordinator of any maintenance needs. This includes but is not limited to: picking up trash, emptying trash cans, cleaning spills, attending to general maintenance issues such as insects, mechanical items/lamps/gate or fence needing repairs, etc.
- Serve as back up administrator for security/alarm monitoring as needed.
- Act as back up for Facilities Coordinator.
- Other duties as necessary for the effective and efficient operation of the facility.



where hearts are healed.



Night and Weekend Facilities Assistant

Administrative

- Attend staff meetings, if available.
- Keep accurate expense/mileage records for reimbursement.
- Prepare any maintenance work records and repair requests as needed.

POSITION QUALIFICATIONS

Skills & Abilities

Education and Experience

A minimum of 1-year facilities/building related experience. High School diploma preferred. A combination of experience and education that meet the minimum requirements may be considered.

Computer skills

Proficiency with Microsoft Office Suite, specifically Microsoft Excel, Outlook, and Word. Ability to manage HVAC system and security cameras using computer and/or phone app.

Other skills

- Lift a minimum of 50 pounds.
- Ability to stand or walk for long periods of time.
- Operate in both indoor and outdoor environments.
- Strong interpersonal skills and tact in interacting with a diverse group of individuals.

PLEASE EMAIL RESUME TO: info@bosplace.org



where hearts are healed.