



Job Description: Facilities Team Member

Reports To: Co-Executive Director of Strategic Relations & Advancement

Job Type: Part-Time, 10 – 15 Hours Per Week, Hourly

Salary: \$16.50/Hour

Position Summary:

A Facilities Team Member plays a crucial role in ensuring that buildings and equipment are well-maintained and functional.

Key Responsibilities

1. Routine Maintenance:

- Performing regular inspections and minor maintenance on equipment and other critical infrastructure.

2. Repairs:

- Fixing or replacing malfunctioning equipment, broken fixtures, and other components. This could involve tasks like repairing or removing broken or malfunctioning equipment, changing light bulbs, or fixing broken doors.

3. Cleaning:

- Performing cleaning tasks, including janitorial duties, to maintain a clean and safe environment. This might include floor cleaning, waste management, and ensuring that restrooms are well-stocked and sanitary.

4. Safety Checks:

- Ensuring that the facility meets safety standards and regulations. This involves checking fire alarms, emergency exits, and ensuring that safety protocols are followed.

5. Inventory Management:

- Keeping track of supplies and equipment, making requests to order new materials as needed, and managing inventory to ensure that necessary tools and parts are on hand.

6. Vendor Coordination:

- Liaising with external contractors or service providers for specialized repairs or maintenance tasks that require professional expertise.

7. Documentation:

- Keeping accurate records of maintenance work, repairs, and inspections to track the history and ensure compliance with regulatory requirements.

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Collaboration:

- Work with other staff members, volunteers, and community partners to create a positive and supportive environment.

Qualifications:

- Must be currently in school or have received a high school diploma/GED equivalent. College bound preferred.
- Previous experience working with teens, youth groups, or in a recreational or community center environment is a plus.
- Basic computer competency and/or willingness to learn/adapt.
- Ability to work in a team environment and handle multiple tasks simultaneously.
- This position may require working evenings and weekends to accommodate community meetings and events held at One Step A La Vez.

Physical Requirements:

- Ability to move and arrange furniture, equipment, and supplies.
- May require standing, walking, or sitting for extended periods of time.
- Ability to lift 50 pounds.

Work Schedule:

- Flexible hours, weekdays, based on Teen Center operating hours.

Preferred Attributes:

- Bilingual abilities are reflective of the demographic of the population served.
- Collaborative and team-oriented mindset.
- Adaptable and flexible in response to multi-tasking.
- Self-motivated with a strong sense of initiative.
- Empathetic and culturally sensitive.

Benefits:

- Ongoing professional development and training opportunities.
- Supportive work environment with a focus on professional growth and community impact.

Application Process: Please submit your resume, cover letter, and any relevant certifications to info@myonestep.org. In your cover letter, please detail your experience working with young people.

Equal Opportunity Employer: One Step A La Vez is an equal opportunity employer and value diversity. All employment is decided based on qualifications, merit, and business needs.