

Shepherd's Table

Job Description – Program Assistant for Facility Maintenance

Updated February 2018

Position:	Program Assistant for Security & Facility Maintenance
Classification:	Hourly
Reports To:	Director of Facilities, Food Service, and IT Services
Supervises:	Volunteers
Date:	February 2018

Position Summary

The Program Assistant for Facility Maintenance (PAFM) is responsible to ensure that meal guests are safe entering and existing the building during meal services and while in the dining room. Ensures that the Facility is clean and welcoming and that health and safety regulations are adhered to at all times. The PAFM is responsible to assist with donations and deliveries and to represent ST in a warm and friendly manner with all visitors and donors.

Essential Duties & Responsibilities

Meal preparation and Service

- The Program Assistant provides security for meal service monitoring the meal line and dining room before and during meal service
- The Program Assistant monitors the parking lot area and moves clients from the parking lot during his/her shift
- With the chefs, ensure that the kitchen area, food storage area, laundry, chemical storage area, are maintained and cleaned to County health regulations and in-house standards.

- Ensures that the ST portion of the facility both inside and out is maintained, cleaned, and welcoming, and that health and safety regulations are adhered to
- Provides for building cleaning and maintenance coverage during regular scheduled service and in emergency situations such as snow storms
- Ensures that snow and ice are removed from the sidewalks during inclement weather
- Provide simple maintenance repairs as needed
- Supervises volunteers as needed

Resource Management

- Receives donations, greets all donors with respect and friendliness and ensures that all donations are recorded and donors receive a donation slip.
- Stocks donations in a timely fashion
- Removes trash and recyclables in a timely fashion.
- Ensure that all trash receiving areas are clean in a timely manner
- Perform other duties as assigned

Knowledge, Skills, Abilities

- Knowledge of safety procedures and crowd control
- Excellent communication skills
- Patience
- Knowledge and experience with cleaning and maintaining large facilities
- Ability to work independently and as a member of a team
- Knowledge of Food safety regulations
- Ability to work with a diverse population
- Ability to supervise volunteers
- Ability to lift and move up to 50 pounds

Education and Experience

- High school diploma
- 3 years of building maintenance /cleaning experience

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of normal responsibilities from time to time as needed

Acknowledge (Employee)

Date:

Executive Director

Date: