



Fighting Hunger. Giving Hope.

**LOS ANGELES REGIONAL FOOD BANK
JOB AD**

POSITION: Facilities Maintenance Supervisor

SUPERVISOR: Warehouse Manager

STATUS: Hourly/Non-Exempt

COMPANY

The Mission of the Food Bank is to mobilize resources to fight hunger in our community. The Food Bank serves more than 300,000 clients on a monthly basis and, in 2019, distributed 81.2 million pounds of food. Los Angeles Regional Food Bank employees are hired because of their skills, and because of their commitment to our mission. This means that each of us, working together, will do all that we can to fulfill our vision that no one goes hungry in Los Angeles County. Our core values include: Respect, Stewardship & Accountability, Collaboration, Urgency, Service, Integrity and Diversity. Our organization is committed to maintaining a positive and engaging workplace for all employees.

ESSENTIAL FUNCTION

The Facilities Maintenance Supervisor performs and schedules maintenance, repair, adjustment, and minor construction work in the basic trades to ensure that facilities and equipment are properly maintained. This position conducts regular tests to identify any irregularity in the electrical systems, machines, furniture, or other materials that are important for the functioning of facilities. Duties may fall into a variety of trade areas, including carpentry, painting, plumbing, electrical, mechanical, energy management, fire and life safety and locks. The Supervisor is also responsible for hiring, training and supervising maintenance personnel for the smooth running of upkeep or repair operations, ensuring compliance with all health and safety regulations and practices.

WHAT YOU'LL DO

Maintenance: Maintains a working knowledge of materials, systems, maintenance schedules, and code requirements related to maintenance of facilities. Ensure all maintenance activity is compliant with Food Bank safety procedures and follows general safety guidelines. Conduct safety inspections as scheduled. Assists with and learns to maintain and repair facilities structures, systems and components, including performing minor repairs to building plumbing, low-voltage, and line voltage electric systems, door hardware, fire and life safety protection/equipment systems and mechanical systems as needed to support up-time of all supporting and critical equipment.

Facility Management: Inspect facilities regularly to identify problems and necessary maintenance, assisting in the renovations and construction of facilities to maintain building appearance as required. Assists with and learns to identify repair and maintenance projects requiring the assistance of contractors or vendors; gathers information as directed to assist in estimating/evaluating project costs. Maintain, track and manage equipment files and manuals, maintenance records and procedures, parts ordering, parts storage and inventory.

Vender Relations: Interface with all outside vendors involved in repairs and maintenance, understanding of contracts and vendor responsibilities and supervise construction and vendor repairs or projects.

Employee Management: Supervise and train all maintenance staff, coordinating daily cleaning and maintenance activities. Assist in making necessary arrangements for internal and external Food Bank events.

QUALIFICATIONS

- High school diploma or equivalent or 3-5 years of work experience in trades or labor.
- Education or training in the facilities maintenance trades may substitute for work experience.
- Must have a valid driver's license and possess an acceptable driving record.
- Ability to lift up to 50 pounds, climb, stand, crouch, bend, stoop, push, pull and work inside and outside in all weather conditions.
- Strong knowledge of common hand tools, basic recordkeeping techniques, workplace safety procedures, and all building systems (electrical, heating, etc.).
- Basic knowledge of personal computers to access automated recordkeeping tools and use email.
- Excellent customer service skills.
- Ability to operate various tools and equipment to including: hand and power tools, plumbing equipment and variety of measuring equipment.
- Knowledge of materials, methods and tools needed to repair or install equipment or systems.
- Excellent verbal and written communication skills with a great eye for detail.
- Great project management, time management, and organizational skills.
- Be a self-motivated individual who can also encourage other staff to achieve assigned goals.
- Bilingual English/Spanish highly preferred.

BENEFITS

We offer a comprehensive benefits package:

- Medical, dental, vision and flexible spending accounts.
- Employer paid Life Insurance and Long Term Disability.
- 403(b) retirement savings plan.
- Employee Assistance Program.
- Vacation: Two weeks for the first three years
- Sick Time: Nine days per year

To apply, please submit cover letter and resume directly to jobs@lafoodbank.org.

As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

In instances of a federal, state or locally declared emergency, Los Angeles Regional Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer."