

**LOS ANGELES REGIONAL FOOD BANK
JOB AD**

POSITION: Maintenance Specialist
SUPERVISOR: Warehouse Manager
STATUS: Full-Time; 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 2018, distributed 67 million pounds of food. Los Angeles Regional Food Bank employees are hired based not only because of their skills, but also 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 Functions

The Maintenance Specialist 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.

What you'll do

- **Maintenance and Repairs:** 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. 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. Interface with all outside vendors involved in repairs and maintenance, understanding of contracts and vendor responsibilities and supervise construction and vendor repairs or projects.
- **Maintenance and Safety Record-keeping:** Maintains a working knowledge of materials, systems, maintenance schedules, and code requirements related to maintenance of facilities. Knows and understands all safety procedures of the Food Bank. Maintain, track and manage equipment files and manuals, maintenance records and procedures, parts ordering, parts storage and inventory.

Qualifications

- High school diploma or equivalent or one year 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.
- Knowledge of common hand tools, basic recordkeeping techniques and workplace safety procedures.

- 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 in order to provide information to vendors, supervisor and/or management.
- Great project management and planning skills.
- Be a self-motivated individual who can also encourage other staff to achieve assigned goals.

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 a resume with cover letter and salary requirements 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.

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