



Part-Time Facilities Assistant

Job Description:

The purpose of this position is to assist with maintaining daily operations of the physical facility.

Responsibilities:

- Daily cleaning, preparation and maintenance of break room equipment such as coffee pots/urns, refrigerator, microwave ovens and dishwasher.
- Sanitize counters and light cleaning, as needed
- Trips to stores / merchants to purchase various break room or other supplies, as needed
- Periodic refrigerator clean out
- Monitor all vendor supplies (break room, bathroom) and place orders with vendors for restocking
- Interoffice mail collection and distribution
- Weigh, stamp and process mail through postage machine
- Daily trips to post office for collection and drop off of incoming and outgoing mail
- Maintain postage machine and monitor postage machine dollars; order more supplies and add more funds when needed
- Daily collection of UPS/FedEx shipments for drop off to shipping/receiving area for processing
- Monitor and place orders for restocking of office supplies on a regular basis
- Inspection and recordkeeping of fire extinguishers each month
- Inspection and recordkeeping of EXIT signs each month; notify electrician of issues
- Inspection and recordkeeping of AED equipment each month
- Monitor and place orders for restocking of first aid supplies on a regular basis
- Notify supervisor when repairs are needed for plumbing, electric, lighting, etc.
- May assist with or perform light general maintenance duties
- Assist with preparation for Board of Director meetings, executive meetings, company events, etc.
- Assist Accounts Payable Dept. with invoice filing, check preparation, and check mailings
- Receiving of clean room garments; weekly recordkeeping of quantities/sizes received
- Assist with special administrative projects, as needed

Competency/Experience:

- High school diploma or equivalent
- Valid driver's license and clean driving record; personal vehicle required
- Minimum 1 year clerical related experience desired
- Must become fully familiar with a variety of on-site equipment and be capable and willing to perform first level troubleshooting
- Customer service oriented
- Excellent verbal and written communication skills
- Ability to work independently with minimal supervision
- Some heavy lifting of boxes and office equipment

- Ability to multi-task, prioritize and meet deadlines
- Willingness and availability to work additional hours is assigned
- Experience running mail postage equipment a plus
- Proficient in MS Office and windows (Word, Outlook, Excel)

Physical Demands:

Physical Demands: How much on-the-job is spent on the following physical activities? Show the time by checking the appropriate boxes below:

	Amount of Time				
	None	Under 1/3	1/3	2/3	Over 2/3
Stand					✓
Walk					✓
Sit					✓
Use hands to finger, handle, or feel				✓	
Reach with hands and arms				✓	
Climb or balance		✓			
Stoop, kneel, crouch or crawl		✓			
Talk or hear					✓
Taste or smell		✓			

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below:

	Amount of Time				
	None	Under 1/3	1/3	2/3	Over 2/3
Up to 10 pounds				✓	
Up to 25 pounds			✓		
Up to 50 pounds		✓			
Up to 100 pounds	✓				
More than 1000 pounds	✓				