



Facilities Maintenance Technician **Job Description**

Location: Irvine, CA

Reports To: Facilities Manager

Status: Full-time Monday - Friday, Non-Exempt (Hourly)

Pay Rate: \$22.00/Hour

Benefits: We offer excellent Benefit Plans including incremental PTO Plan; 11 Paid Holidays plus a Birthday Floating Holiday. 403b retirement plan with a match. Medical & Dental insurance plans with majority paid by employer. Life Insurance plan paid by employer. Employee Assistance Program.

***Second Harvest Food Bank requires all new hires to be fully vaccinated for COVID-19.** This policy complies with all applicable laws. If any questions regarding this policy, please inquire.

Would you like to go to work knowing that every day you will be making a real difference in the lives of at-risk people in your community? At Second Harvest Food Bank of Orange County that's exactly what you will be doing. Every moment of your workday will directly impact our mission to provide food for those who need it, when they need it.

Come join our upbeat, collaborative team who are improving lives every day by taking hunger off the table. We are committed to living out the Food Bank's core values of **Integrity & Accountability, People First, Compassion, Purpose Driven and Stewardship** in pursuit of our mission.

About Second Harvest Food Bank of Orange County

In collaboration with our partners, we provide dignified, equitable and consistent access to nutritious food, creating a foundation for community health. Since 1983 we have been a source of food security to all members of our community when they need our help.

POSITION DESCRIPTION:

Reporting to the Facilities Manager, the Facilities Maintenance Technician works to maintain the facility in a clean, safe, efficient, and organized manner. The external and internal appearance of a building reflects on the occupants; therefore, our ideal candidate would have experience in a role focused on building upkeep. They are careful and thorough in working, cleaning, and tidying the premises.

ESSENTIAL JOB FUNCTIONS:

- Completes all assignments listed on Master Cleaning Schedule in a timely and exceptional manner.
- Disposal Management within processing and building maintenance.
- Helps maintain proper trash logs to avoid over-filling compactors.
- Must keep all workstations clean, orderly, and safe.
- Perform extra cleaning duties as instructed by Facilities Manager.
- Make reports to Facilities Manager concerning repairs that need to be made (which may have been noticed while performing daily duties).
- Clean interior building main frames like windows, glass doors, door frames, etc.
- Daily cleaning and inspections of exterior of building, maintains the buildings' exterior "curb appeal".
- Maintains upkeep and cleanliness of disposal management area and manages disposal vendor pickups.
- Refills all restroom and breakroom supplies as needed.
- Maintain cleaning supply inventory and inform Facilities Manager when orders need to be placed.
- Operates various hand and power tools.
- Operates pallet jacks, forklifts, and other related warehouse equipment.
- Operates a power washer to clean exterior stairs, ramps and eating areas
- Must be able to read, understand, and work off written documentation.
- Communicates with all departments to become aware of maintenance needs, shares with Facilities Manager and ensures timely response to internal requests.



PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Regularly required to lift and carry up to 50 lbs. (Cart or equipment to assist is provided)
- Regularly required to stand, reach, use hands.
- Regularly required to move, push, or pull up to 2,000 lbs. with the help of pallet jacks, forklifts, or related equipment
- Required to stoop, kneel and crouch
- Exposure to cleaning agents and simple hand tools
- Indoor warehouse environment
- Frequent exposure to cooler and freezer storage units (Freezer/cooler wear provided)
- Moderate to loud noise environment

REQUIREMENTS:

- Commitment to living out the Food Bank's core values of **Integrity & Accountability, People First, Compassion, Purpose Driven and Stewardship**
- Valid Driver's License and Insurance – May need to drive to local retail outlets for supplies
- Proof of COVID-19 vaccination required
- Minimum of two years of facilities maintenance experience
- Basic knowledge of electrical, plumbing, HVAC systems, and construction
- Must be familiar with the safe use of various hand and power tools
- Flexible and adaptable to change
- Excellent communication skills
- Hardworking and goal-oriented
- Works quickly and efficiently within safety guidelines
- Forklift certification preferred but not required

PROFESSIONALISM:

- Able to maintain a positive attitude and diplomatic demeanor while working with individuals of diverse personality, cultures, and age groups
- Able to take direction and follow procedures and instructions; able to work independently without need for oversight
- Able to represent self and Second Harvest in a professional manner through dress, speech, and demeanor both internally and externally

The above statements are intended to describe the general nature and level of work performed, rather than to be an exhaustive list of all duties, responsibilities, and skills required for the position. The position duties may be changed at any time at management's discretion. This position description is not intended to create contractual obligations of any kind.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Second Harvest Food Bank of Orange County, Inc. is an Equal Opportunity Employer