



Job Description

Job Title: Facilities Manager
Department: Food Service
Reports To: Director of Food Service
Date Revised: 08/01/2017

General description of work:

The Facilities Manager oversees all aspects of LBRM Facilities in support of LBRM Programs and works under the supervision of the Food Service Director. Works closely with Mission staff, program participants and volunteers to maintain cleanliness, perform preventative maintenance, renovation and expansion of Mission facilities and properties. Maintains a courteous and high quality level of customer service toward Mission staff, outside vendors and volunteers.

Essential Functions:

- Provide oversight for written reports and daily activity logs for Mission transportation and vehicle maintenance. To include:
 - Food Service Operations, food donations and pick ups
 - Facilities and Janitorial Operations
- Assist Department Heads on various special projects as directed by the Food Service Director.
- Enforce and ensure compliance of LBRM policies and procedures.
- Possess a basic understanding of building structures, framing and distribution of utilities such as gas, water, electrical supply and HVAC systems
- Must have the knowledge for facility safety, ongoing maintenance and cleanliness, preventative maintenance and be safety conscious when working.
- Acts within budgetary limits and ministry plans.
- Assure compliance with applicable federal, state, county, and/or city regulations.
- Maintain accurate, complete and detailed files relating to work assigned.
- Gathers, assembles and submits all necessary paperwork, receipts and reports necessary for reporting requirements.
- Conducts ongoing evaluation of effectiveness of all operations and services, and training requirements for staff.
- Attend various Mission functions and meetings as required.
- Maintain a positive, encouraging Christian work atmosphere by demonstrating to and training staff
- May help determine opportunities for volunteerism in facility maintenance, compiles lists of trades people volunteers from local churches and the community.
- Participate in community outreach, fellowship and continued Christian growth.

Knowledge, Skills, and Abilities Required:

- Must have a general knowledge of skills related to each department duties.
- Must have work experience in facilities maintenance and working knowledge of minor plumbing, electrical, carpentry, and other building maintenance aspects.
- Must be skilled in project development, as well as staff team-building
- Must be able to establish and maintain positive, effective working relationships with volunteers and trades people to develop effective pool of workers to call upon as needed.

- Must be skilled in and comfortable working in a collaborative team-leadership environment.
- Must be highly skilled in organizing, prioritizing, and accomplishing ongoing and preventative maintenance.
- Ability to develop and manage budgets and expenses
- Good verbal and written communications skills.
- Ability to effectively handle multiple tasks as assigned.
- Valid Driver’s license, clean DMV record; Class B Driver’s License a plus.

Personal Attributes and Values:

- Have a personal relationship with the Lord Jesus Christ and a deep desire to serve Him
- Be a consistent witness for Jesus Christ
- Exhibits spiritual maturity as defined by evangelical biblical standards
- Has a heart of compassion and caring toward the homeless and hurting, and is passionate about ministering life transformation in a multi-ethnic urban ministry setting
- Demonstrates a courteous and Christ-like manner with internal and external partners
- Possesses and demonstrates excellent integrity

In any position with the Long Beach Rescue Mission, it is impossible to predict the many requests and assignments that can and will be made on an employee. This is the case with this position. Flexibility and a cooperate spirit are crucial characteristics of the person who holds this important position and for the successful operation of the Long Beach Rescue Mission services.

Education and/or Certification: College degree and business related, non-profit management preferred.

Experience: Minimum 5 years experience in similar position, previous senior management position.

Supervisory Responsibilities and Relationships: Oversees and evaluates Facilities, Food Service and Transportation Staff, and related Participants and Volunteers.

Works closely with Program Teams and Executive Leadership Team on a day-to-day basis under the direction of the Food Service Director.

Requirement: Long Beach Rescue Mission is a 501(c)(3) non profit, evangelical Christian Ministry; as such employees must share the Mission’s Statement of Faith and Lifestyle, and adhere to the Mission’s Employee Handbook and general policies set forth by the Executive Director. This position requires a Conflict of Interest Statement.

My signature below acknowledges that I have read and understand the job description listed above:

Signed: _____ Date: _____

Print Name: _____

Supervisor: _____ Date: _____

Print Name: _____