

**Damiano of Duluth**  
**Job Description**  
**Facilities Manager**

**Position Purpose:**

Maintain the organization's facilities in a clean and orderly condition. Supervise maintenance, hygiene unit, and snow removal staff.

**Position Function and Relationships:**

Responsible for the overall maintenance and janitorial services of the building, including maintenance and cleaning of the building, outside grounds, hallways, administration areas and responding to the building needs of Damiano programs and tenant agencies. Supervise community service volunteers and Sr. Aids assigned to the building. Involves working with complex building systems.

**Accountabilities:**

1. Recruit, train, supervise, and evaluate janitorial staff, including hygiene unit employees, Senior Aides, community service workers, and volunteers.
2. Ensure all systems, units, and operations are up to date and maintained regularly.
3. Ensure paperwork and documentation is maintained
4. Ensure the following is completed daily:
  - a. Clean dining room and kitchen after lunch and after supper.
    - i. Wipe down tables and chairs
    - ii. Take out garbage
    - iii. Sweep floors
    - iv. Scrub floors
    - v. Wash walls behind garbage cans in hallway
  - b. Check outside grounds and clean up outside grounds.
  - c. Oversee the work of volunteers and community service workers assigned to the building.
  - d. Maintain cleanliness of restrooms and Damiano program/administrative offices
  - e. Maintain a cleaning checklist, records of necessary repairs, and preventive maintenance logs. Arrange for outside assistance with repairs and maintenance as necessary.
  - f. Ensure restrooms and hygiene unit have adequate supplies
  - g. Purchase supplies, within budget, as necessary to meet building needs. Review all invoices/bills before payment.
  - h. Sweep and scrub hallways, entryways, and floors as necessary. Keep spills or wet areas cleaned up at all times. Use wet floor signs.
  - i. Assist in dining room for all meals by keeping the garbage's emptied and tables wiped. Assist with keeping peace in dining room and hallways throughout the building.
  - j. Respond quickly to requests for assistance from tenants and Damiano program coordinators and staff.
  - k. Assist with unloading deliveries of food, donations, etc. from vehicles.
  - l. Shovel and salt in winter whenever it snows (safety is a priority)

5. Drive company car to pick up donations and purchase maintenance related items
6. Ensure safety protocols for building, staff, volunteers, and guests are followed
7. Ability to relate to work with people who face barriers associated with poverty, homelessness.
8. Maintain positive working relationships
9. Follow all organization polices and program guidelines
10. Support collaboration between programs
11. Support the mission and values of the Damiano Center
12. Support a warm and welcoming environment

**Preferred Qualifications:**

- Valid Driver's License
- Two year's custodial responsibility
- Ability to lift 50 lbs
- Ability to work well in high-energy, loosely-structured environments
- Ability to manage multiple tasks and efficiently problem solve
- Experience working with diverse cultural groups, low-income individuals and people in poverty
- Working knowledge and experience using email, Microsoft Office, and printers
- Experience working with general building maintenance
- Supervisory experience a plus

**Benefits**

- Highly competitive salary
- Health insurance, dental insurance, sick leave, vacation plan, 12 paid holidays per year
- Retirement plan

**Classification:** This is a full-time exempt position generally M-F business hours, however hours may vary depending upon needs of the center and on-call emergency needs.

**Supervisor:** Executive Director