



**Ending hunger in Orange County.
Together we are creating a future in which no one goes hungry.
Ever.**

Facilities Maintenance **Job Description**

Location: Irvine, CA

Reports To: Operations Manager, Facilities & Fleet

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

POSITION DESCRIPTION:

Reporting to the Director of Operations, the Facilities Maintenance Worker works to maintain the facility in a safe, efficient and organized manner. The employee works with the Manager to prioritize and organize Maintenance Work Orders and then completes the assignments by agreed upon deadlines.

ESSENTIAL JOB FUNCTIONS:

- Organize/prioritize Maintenance Work Orders in conjunction with the Director of Operations
- Understands directions from Director and completes them in a timely manner
- Works quickly and efficiently within safety guidelines
- Operates various hand and power tools
- Operates pallet jacks, fork lifts, and other related warehouse equipment
- Must be able to read, understand, and work off written documentation
- Troubleshoots and repairs malfunctions in mechanical, electrical, plumbing systems and other equipment throughout the building. Performs preventative maintenance assignments on a scheduled basis. Implements and maintains food bank preventative maintenance program.
- Maintains control of the supplies, equipment and inventory. Maintains the buildings' exterior and "curb appeal".
- Communicates with all departments to become aware of maintenance needs and ensures timely response to internal requests.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Regularly required to lift and carry up to 50 lbs.
- 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, fork lifts, or related equipment
- Occasionally required to stoop, kneel and crouch
- Occasional exposure to cleaning agents and simple hand tools
- Indoor warehouse environment
- Frequent exposure to cooler and freezer storage units
- Moderate to loud noise environment

REQUIREMENTS:

- Commitment to living out the Food Bank's core values of **Compassion, Integrity, Stewardship, Service Excellence and Diversity**
- Valid Driver's License and Insurance – May need to drive to local retail outlets for supplies
- Minimum of two years of facilities maintenance experience



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- 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
- Fork Lift 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

HOW TO APPLY:

- Sorry, no phone inquiries please
- Please email application, cover letter, and resume to Chrislynn@FeedOC.org
- Applications can be found on our website: <https://www.feedoc.org/jobs/>

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