

# **The Lighthouse Shelter**

## **Facilities Manager**

### **Job Description**

The Facilities Manager is responsible for the daily maintenance of The Lighthouse Shelter (TLS). This is a supervisory position reporting to the Executive Director.

#### **Duties and Responsibilities:**

1. Will be responsible to initiate, coordinate, and complete the functions required for the effective implementation and maintenance of the policies and procedures of TLS.
2. Will attend meetings as required by the Executive Director. These meetings may include emergency management meetings.
3. Will be responsible for maintenance and cleanliness of building, equipment, and grounds.
4. Will maintain a spreadsheet inventory of janitorial supplies and submit a request to the Executive Director when supplies are needed.
5. Will weigh and record daily all food supplies delivered from local vendors.
6. Will assist the Executive Director as a liaison between TLS and agencies that provide non-employee workers, e.g., Goodwill SCSEP, Worker's Comp, Community Service, and maintain daily timesheets for these workers.
7. Will supervise Security staff.
8. Will ensure that non-food in-kind donations, e.g., furniture, are picked up as needed.
9. Will handle emergency maintenance issues, including those on off-duty hours.
10. Will follow a safety action plan to adequately respond to disasters, e.g., fire, flood, earthquake, tornado.
11. Will conduct semi-annual fire and tornado drills.
12. Will ensure that equipment is serviced or replaced, as necessary. Non-routine purchases must be approved by the Board of Directors.
13. Will advise the Executive Director of any changes or unusual occurrences that warrant attention.
14. Will serve as a team leader to promote unity and harmony among residents, staff, volunteers, and non-employee workers.
15. Will be responsible for any other duties as assigned.

**Qualifications:** Must have initiative, good interpersonal and communication skills, and experience in issues relating to building maintenance. Supervisory experience is required.



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