



Job title: Facilities Assistant
Reports to: Facilities Manager
FLSA Status: Hourly, Non-Exempt
Employment Status: Part-time regular
Oversees/Manages: N/A

Summary of Responsibilities

The Facilities Assistant helps the Facilities Manager oversee and manage the day-to-day operations of the Mohawk Hudson Humane Society's facilities, including but not limited to, building repairs, janitorial duties, grounds maintenance, furniture and fixture assembly, and supply inventory and ordering.

Essential Duties

- Removes trash in work spaces and common areas on a daily basis
- Performs general maintenance tasks and repairs in all areas, including kennels
- Regularly performs mopping, vacuuming, recycling, and surface cleaning of furniture, counter tops, desktops, other work surfaces, and lobby areas
- Cleans and maintains restrooms, storage areas, break room, community room, and common areas
- Cleans and maintains glass in lobbies and courtyard
- Manages the inventory of housekeeping supplies
- Performs grounds work, such as mowing, raking, planting, and plowing
- Communicates effectively and regularly with staff in all areas of the organization
- Other duties as assigned

Qualifications

- Must be reliable
- High school diploma or two years of consistent work experience required
- Experience in custodian, housekeeping, facilities, or maintenance field preferred
- Valid New York State Driver's License

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position is regularly required to use hands and fingers, talk and hear. '
- The incumbent is frequently required to stand, walk, sit, reach with hands and arms, and stoop, kneel, or crouch.

- The position holder must be able to regularly lift and/or move up to 40lbs.
- Specific vision abilities for this position include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to focus.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

- Evenings and holidays may sometimes be required.
- Work will take place in a variety of environments including medical offices, administrative offices, operational areas, and offsite, including outdoors.
- The noise level in the work environment is usually moderate, and hearing protection is available where noise exceeds acceptable levels.
- While performing the duties of this job, the position will be exposed to animal odors, animal wastes, chemical cleaning agents, and airborne particles

X

Employee Signature and Date

X

Employee Print Name