



The Frauenthal Center is seeking a **Facility Operations/Maintenance** staff member to join the team. Facility Operations/Maintenance works closely with Frauenthal Center staff and clients to address all custodial and related matters including general maintenance and housekeeping services and effective management of the building and grounds operations as well as maintain facility and physical equipment. The successful candidate will possess the ability to perform physical labor, have critical attention for detail and the ability to work both independently and as a member of a team. Diversity and inclusion are important values of the Frauenthal Center and we are committed to striving for a diverse workforce, made up of staff that represents the community we serve.

Position Title: Facility Operations/ Maintenance
Reports To: Vice President, Finance

This is a full time position and includes nights and weekends, \$10-\$15 per hour, includes benefits.

ESSENTIAL ACTIVITIES:

- Supports Frauenthal Center's custodial and general grounds staff.
- Performs projects and services, general cleaning and special projects as requested.
- Effectively performs event set ups, tear downs.
- Ensure the final preparation and detailing of the client's needs for building cleanliness and readiness prior to events.
- Coordinate with the facility operations, for regular and special cleaning or maintenance needs.
- Performs general facility maintenance, such as painting, plumbing, electrical, floor care, etc.
- Ensures safety and security processes are completed each day, opening or closing of the building, etc.
- Meet regularly with Center's staff to determine goals and tasks to be completed.
- All other duties as assigned.

SKILLS REQUIRED:

- Substantial public contact requiring excellent communication skills - ability to work with public.
- The ability to perform physical labor in tasks listed above, able to work flexible hours including evenings, weekends and occasional holidays.
- Demonstrated knowledge of building maintenance.
- Organized, with attention to detail and strong follow-through skills.
- Ability to work on own initiative.