

## **Kitchens for Good**

### **Job Description**

**POSITION TITLE: Facilities Support**

**REPORTS TO: Catering and Events Operations Manager**

**FLSA STATUS: NON-EXEMPT- Full Time**

**Compensation: \$15.00-\$17.00 an hour**

**Location: San Diego, CA**

**Who we are:** Kitchens for Good (KFG) believes that kitchens are economic engines for good in their communities. Kitchens for Good is a 501(c)(3), social enterprise that breaks the cycles of food waste, hunger, and poverty through innovative solutions in workforce training, healthy food production, and profitable food enterprises. These enterprises include a robust catering and events operations, contract meal services, and activities conducted in enterprise kitchens. Kitchens for Good has been recognized for its innovative approaches and was recently voted Caterer of the Year by San Diego Magazine's readers.

**Position Summary:** The maintenance coordinator is responsible for a wide range of duties that vary in complexity such as executing event set-ups, custodial duties in office and event room, and general upkeep of location.

### **Essential Functions:**

#### **Event Setup and breakdown**

- Read banquet and event order (BEO) and diagrams for event set up
- Responsible for clearing event rooms and areas in preparation for subsequent functions which includes: stacking of chairs, tables, and thoroughly cleaning of all such areas and equipment
- Dismantles and reassembles equipment and stage according to event details
- Clean-up of all function areas used for private events and public areas

#### **Janitorial**

- Sweeps, vacuums, mops, scrubs, waxes, and polishes floors using industrial vacuum cleaners and scrubbing buffing machines.
- Sometimes using ladders, dusts and washes walls, cleans ceilings and dust and polishes light fixtures.
- Moves cabinets, boxes, furniture, crates, and equipment to clean areas. May remove stains from such surfaces as rugs, drapes, walls, and floors using chemicals and cleaning solutions.
- Responsible for the inventory of janitorial supplies and equipment and order/purchase supplies as needed while adhering to departmental budget
- Clean and sanitize all bathrooms which include office and banquet hall
- Adhere to provided safety requirements
- Adhering to the facilities and maintenance schedule

### **Competencies:**

- Technical Capacity
- Customer/Client Focus
- Flexibility
- Stress Management/Composure

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Revision Date: 01/2019

- Communication Proficiency
- Results Driven

### **Education and Work Experience**

- Minimum high graduate or equivalent
- Must have valid Driver's License and clean driving record
- At least 3 years' experience in all aspects of building maintenance and janitorial services
- At least 1-year experience in purchasing and inventory control

### **Work Environment**

This job operates in a variety of different settings such as an office, banquet hall, and kitchen environment, housed with equipment such as an oven, stove, dishwasher, slicer, coffee machine, steamer, mixer and chef's knives. The employee is frequently exposed to heat steam, fire and noise.

### **Physical Demands**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Employee may be expected to travel to scheduled off-site events and/or locations.

### **Other Duties**

Will be responsible for the work direction of the facility support employee.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Kitchens for Good is an Equal Opportunity Employer and committed to workforce diversity. M/F/D/V are encouraged to apply.