



Position: Facilities and Logistics Coordinator

Classification: Full-time

Reports to: Director of Operations and Retail

Hours: Full-time (some evening and weekend work may be required)

Salary: \$16/hour includes paid time off; benefits eligible

The Place provides essential needs to our local community while offering hope and compassionate support to be self-sustaining. The Place's Facilities and Logistics Coordinator is critical to the success of the organization because they serve as a face to donors and the community as well as ensuring our facilities are safe and inviting. The Coordinator will be responsible for ensuring the building and grounds of all sites operated by The Place are safe, up to code, fully operational and well maintained for our clients, volunteers, donors, and staff. The facilities include two offices, two retail, one warehouse and one residential location. The Coordinator will also manage the scheduling of donation pickups, logistics and maintenance of The Place vehicles and support our programs by assisting in the pickup of outreach drives and event logistics.

Duties/Responsibilities

FACILITIES

- Plan building and equipment maintenance.
- Manage all vendor contracts.
- Ensure all facilities and equipment are maintained and ready for regular business.
- Coordinate site safety programs.
- Prepare operating reports and budgets.
- Maintain a safe work environment for all employees.
- Ensure all processes and compliance programs are met.
- Manage facilities planning and space allocation.
- Prepare cost estimates for equipment purchases and repairs.
- Coordinate with department heads and contractors.
- Manage maintenance of grounds.
- Ensure all utility systems are inspected and in accordance with regulations.
- Negotiate bids and contracts for third party workers.
- Coordinate building security and maintenance services.
- Oversee all building functions.
- Coordinate all maintenance issues and schedules.
- Prepare and file reports with government and regulatory authorities including fire marshal, planning, and zoning etc.

LOGISTICS

- Manage calendar of The Place vehicles.
- Schedules vehicles for service and facilitates repairs.
- Recruits and trains volunteers to review and schedule donation pickups.
- Reviews donation pickup requests. Serves as backup to volunteer by responding to donation pickup requests and scheduling pickups.
- Pickup food drives, clothing drives from schools, churches, and subdivisions.
- Delivers food orders to community schools.



- Manages car donation process by assisting in car drop off, repair, and pickup. Works with the Dir of Client Services to transfer titles to The Place. Ensures appropriate letters and tax documents are provided to the donor.
- Assists in events (transporting items, setup, and tear down, etc.).
- Performs other duties as assigned.

Required Skills/Abilities:

- Basic understanding of or ability to quickly learn the equipment and facilities to be maintained.
- Ability and skills to perform minor repairs.
- Ability to maintain basic records and warranties.
- Ability to understand written directions in manuals and on manufacturer websites.
- Ability to communicate effectively and efficiently verbally and via email.
- Proficient with Microsoft Office Suite or related software as required to complete and maintain records.
- Ability to prioritize and multi-task.
- Ability to work with volunteer groups on maintenance projects for the facilities.

Education and Experience:

- High school diploma or GED required.
- Experience managing the organization's type of facilities and equipment is preferred.

Physical Requirements:

- Prolonged periods working on repairs and maintenance of the facilities.
- Must be able to lift up to 75 pounds at times.
- Must be able to access and navigate all areas of the facilities.
- Must be able to access all parts of the company equipment.
- Must pass background check and drug screen.
- Must have a clean driving record.

DISCLAIMER: *This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.*

We are an Equal Employment Opportunity employer committed to providing equal opportunity in all our employment practices, including selection, hiring, assignment, re-assignment, promotion, transfer, compensation, discipline, and termination. The Place prohibits discrimination, harassment, and retaliation in employment based on race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; genetic information; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law. Violation of this policy will result in disciplinary action, up to and including immediate termination.

Name (Print): _____

Signature: _____ Date: _____