**YWCA of Charleston**

Resolve Family Abuse Program

Job Description

**Job Title: Facilities Coordinator**

**Job Purpose:** The primary function of this job is to assure operation of the shelter, Glotfelty center, and visitation center is in compliance with policies of agencies that accredit or provide oversight to the facilities, and maintenance of the actual physical facility, so that the shelter experience contributes to the residents’ quality of life.

**Accountability:** Reports directly to the Program Director

**Status:** Non-Exempt

**Duties & Responsibilities:**

1. Maintains all aspects of the physical environment of RFAP properties, including interior, yard and play area, and exterior of building, and walkways.
2. Works with staff and residents to assure compliance with all safety and health standards established by licensing agencies such as the Fire Marshall, Health Department, DHHR, WV Family Protection Services Board, etc. Maintains and posts all current licenses and inspections.
3. Develops and implements a system for storing, rotating, and using food items that keeps the program in compliance with regulatory agencies.
4. Maintains proper storage procedures/facilities for food and other perishables; performs routine safety checks, taking remedial actions as needed.
5. In partnership with other RFAP staff, assists with the ordering, stocking, and dispensing of food, supplies, furniture, or other program needs.
6. Services RFAP vehicles on regular basis for oil changes, fluids, inspection, repairs, tire rotations, and cleaning.
7. Oversees trash containers and disposal.
8. Maintains accurate and complete inventory of the shelter furniture, fixtures, appliances, equipment, and other durable items. Provides list to program director as required.
9. With use of YWCA vehicle, responsible for the pick-up and delivery of supplies and other items as requested by program director or other senior staff.
10. Maintains security system, office equipment, appliances, heating/cooling systems, playground equipment, etc. in good working order. Contacts appropriate maintenance personnel for repairs/replacement as necessary and approved by Program Director.
11. Supervises any maintenance/repair worker keeping focus on priority repair needs.
12. Oversees work of professional or volunteer cleaning/maintenance workers.
13. Assists in securing bids for repair or construction projects as needed.
14. Provides preventative preparations during inclement weather situations (such as checking thermostats and leaving water dripping over the weekend during cold snaps, and checking drains, gutters, sump pump during rainy season).
15. Trains shelter staff of systems such as fire alarm, fire suppression, water shut-off valves, circuit breakers, etc.
16. Attends staff meetings.
17. Represents the program in a positive way to the public.
18. Keeps Program Director informed of all needs and problems.
19. Assists with various duties associated with special events, fundraisers, or trainings which may happen outside of normal business hours.
20. Other duties as assigned.

**Qualifications:**

1. High school diploma or equivalent.
2. Knowledge of domestic violence.
3. Strong organization and communication skills.
4. Supervisory and management skills.
5. Knowledge of and experience with facilities and automotive maintenance.
6. Ability to implement and evaluate systems.
7. Must have a valid driver’s license with no impediments that would not allow driving a YWCA vehicle.

**PHYSICAL DEMANDS/WORKING ENVIRONMENT:**

Regularly required to:

* Talk, hear, and listen; verbally express ideas, information, and instructions.
* Remain seated in a normal position for up to half the workday.
* Have the ability to work around moderate noise.
* Climb stairs.

Rarely required to:

* Be exposed to others who may have open cuts or wounds.
* Lift, pull, push, or carry up to fifty (50) pounds.