



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We believe that delivering effective programs requires support staff that has the same passion and commitment as those who provide direct services. We expect our administrative staff to be respectful and flexible and to be driven to achieve their personal and professional goals.

We endeavor to be an employer of choice and are looking for candidates who will make an immediate and lasting contribution. We have been serving our diverse community for more than 40 years, and if you're passionate about using your skills and experiences to support our mission, we'd like to meet you.

Facilities Specialist (Full-time, Non-exempt)

Unit: Administration
Posting Date: 05/17/2018

Reports To: Facilities Manager
Salary: \$14.00 – 16.00 hourly DOE

Positions Available: 1

Summary: The Facilities Specialist will perform janitorial, interior upkeep and repair tasks at multiple KYCC sites on a daily basis. The Facilities Specialist is responsible for reactive and preventive facility maintenance as well as the inventory and safekeeping of facility maintenance equipment and supplies. This is a full-time, non-exempt position working 40 hours per week; a variable schedule is required for this position. A typical work day is 7:00 am to 4:00 pm, Monday through Friday. Availability to work weekend and evening shifts are required.

Duties / Responsibilities:

- **Perform daily custodial operations for designated sites:**
 - Service, clean, or supply facility restrooms.
 - Clean building floors by sweeping, mopping, scrubbing, and/or vacuuming.
 - Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
 - Dust and wipe down tables and desks; cleaning ceiling vents.
 - Gather and empty trash.
 - Stock, organize, and maintain supply rooms and areas.
 - Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
 - Mix water and detergents or cleaning solvents in appropriate containers according to specifications.
- **Provide facility maintenance:**
 - Perform various facility projects which can include; patch and paint walls, minor repairs to equipment, fixtures and furniture, replacing light bulbs, batteries and broken equipment, and moving office furniture, including lifting chairs for floor cleaning.
 - Identify areas in need of cleaning and repair in addition to performing quarterly facility inspections with staff.
 - Assist with the prioritization of repairs and communicate with supervisor when complete.
 - Floor care to include sweeping, wet mopping, carpet vacuuming and cleaning, and waxing/buffing.
 - Ensure that equipment used is kept clean and in appropriate working condition. Report any malfunctions or safety hazards to the Facilities Manager.
- **Complete and submit paperwork:**
 - Complete all inspection forms and/or checklists.
 - Submit accurate data on supply inventory and tool maintenance (replacement or repair).
- **Attend relevant meetings and trainings.**
- **Perform other related duties as assigned by the Facilities Manager.**



Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- A High School diploma or equivalent.
- Previous experience as a facility maintenance staff or handyman.
- Self-directing and the ability to work independently.
- Ability to effectively manage time and resources to complete projects in a timely and efficient manner.
- Experience with working with various tools & equipment (electric and manual).
- Knowledge of various cleaning chemicals and supplies and knowledge of MSD Sheets.
- Must be reliable and responsible in performing job duties.
- Must have a strong problem solving skills and a strong attention to detail.
- Strong interpersonal, organizational, written and communication skills.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- Provide negative results from a TB test.
- A valid Class C California Driver License, access to personal automobile, driving record clearance and proof of auto insurance.
- Physical requirements: able to lift 50 lbs, seeing to inspect the field to observe project area, inspect documents; ability to communicate with KYCC staff, clients and public; sitting and standing for extended periods of time; bending, lifting, kneeling, and reaching; and dexterity of hands and fingers to operate equipment, and handling of materials.

Desired Qualifications:

- Prior experience as a plumber, electrician, or in construction.
- Bilingual capacity (**Spanish/English or Korean/English**).

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