



FACILITIES / DRIVER

HOPE Helps, Inc. is seeking a qualified candidate to maintain HOPE's three facilities housing a Thrift Store, Resource Center, Food Pantry and Administrative Offices. This full-time, 30 hour position will be responsible for performing routine building maintenance tasks for HOPE's interior/exterior facilities (ex: equipment, furnishings, bathrooms, light fixtures, walls, floors and landscaping). Assure all facilities are in good working order to meet health and safety standards and present an attractive appearance. Other responsibilities include assisting with driving HOPE's two vehicles – Box Truck & Cargo Van – Performing duties as a HOPE driver to assist with pickups, deliveries and events.

- Understanding of HOPE's mission, vision, values and structure.
- Responsible for facility maintenance tasks for all three buildings on site. Tasks are tracked and scheduled on daily/weekly/monthly checklists and in HOPE's Facilities Calendar.
- Identify and perform facility maintenance, repairs and any other handyman tasks, as needed.
- Maintain and update facility contact list, checklists and calendar.
- Assist HOPE's Driver with waste removal at thrift store (scrap metal, recycling, yard waste, etc.), as needed.
- Assist with heavy moving/lifting. This includes removing or rearranging furniture for store displays, event set up/tear down, pickups, and deliveries, as needed.
- Proactively manage grounds, as required. This includes maintenance with AC filters/drains, light fixtures, paint, light landscaping, pressure washing, blowing, and sweeping.
- Perform special projects such as painting, assembly, repairs, etc., as requested.
- Train, guide and motivate any volunteers who may be assisting with facility work on site.
- Anticipate potential facility/maintenance issues, making improvement suggestions. Assist with identifying hazardous conditions and facility maintenance needs to supervisor.
- Consistently go over task lists, ongoing projects and facilities requests. Create needs list, get approval for purchases, and schedule tasks in order of priority.
- Ensures that facilities are consistently prepared for use and maintained in a safe and clean condition. Keep facility grounds free from debris to avoid potential accidents.
- Follow safe working practices and make appropriate use of related safety equipment as required.
- Perform Driving responsibilities may include Second Harvest Food Bank pick-ups, Food Drive/Pantry pick-ups, Deliveries, Event set-up, and vehicle maintenance, as needed.
- Position is full-time, non-exempt, with hours fluctuating between Monday – Saturday.
- Required: High School Diploma, Valid FL Driver's License, Background Check.
- Preferred: Handyman experience. Google Apps. Must be able to lift/carry up to 100 lbs.

Please send resume to resume@hopehelps.org with FACILITIES in the subject line.