



FACILITIES AND MAINTENANCE COORDINATOR

ORGANIZATION OVERVIEW

Matthew 25 is a vibrant, growing non-profit organization. Our mission is to improve the health of people and neighborhoods by investing in quality affordable housing, healthy food, educational opportunities, and community building.

Matthew 25 is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To perform this job successfully, an individual must be able to perform each responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability to be successful. Overview: Matthew 25 seeks a hard-working, flexible employee to perform a variety of maintenance and property upkeep tasks.

The individual will perform facilities maintenance and custodial duties in and around Matthew 25; cleans, troubleshoots, performs minor repairs; works closely with employees and the public to meet the custodial and facilities maintenance needs of the area; and resolves problems to ensure efficient and safe operations. Depending on skill level and other priorities the individual may also be involved in remodel and homeowner assistance projects, supporting Transform annually.

ESSENTIAL DUTIES/RESPONSIBILITIES (include but are not limited to the following)

Maintenance and Repairs

- Drywall and surface repairs – Perform professional-grade drywall patching, taping and sanding to fix holes, cracks, or dents in walls and ceilings;
- Painting and refinishing – Execute high quality interior painting, including surface preparation, priming, and applying topcoats to walls, trim, and doors;
- General Handyman Tasks – Handle a variety of minor repairs such as fixing leaky faucets, replacing light fixtures, tightening hardware, and adjusting doors and cabinets, basic carpentry, window and door repairs and replacements;
- Maintain an organized workspace, ensure all areas are kept clean and safe during a project;
- Respond to maintenance requests from staff and tenants;
- Be available for emergency maintenance issues;
- Perform and track scheduled maintenance at multiple locations;
- Mow and remove snow from Matthew 25 facilities as needed in a timely manner.

Janitorial and preventive maintenance

- Schedules, coordinates routine and comprehensive equipment maintenance;
- Removes trash and debris.

Skills/ Qualifications:

- High School Diploma or G.E.D.
- Previous maintenance and/or custodial experience.
- Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to work safely in an environment containing caustic chemicals, cleaning materials, dust and noise. Routinely required to work under inclement weather conditions.
- High standards and attention to detail.
- High level of integrity. Interest in working in a mission-oriented ministry setting. Self-starter, dependable with a desire to grow in position.

PHYSICAL REQUIREMENTS/ WORKING ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to perform the following physical activities: Climbing, balancing, stooping, kneeling, reaching, standing, walking, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motions.

- Standing and/or walking during the entire shift
- Repetitive bending and lifting
- Repetitive grasping, pulling, pushing and twisting
- Occasional reaching above shoulder level
- Climbing ladders
- Occasionally kneeling, squatting, and crouching
- Frequently lifts up to 20 lbs.
- Occasionally lifts up to 50 lbs.

BENEFITS

Benefits include hourly wage of \$16 to \$21 per hour (commensurate with experience), paid PTO, and paid holidays. Staff discounts at our farmers markets, Groundswell Cafe, and the Corner Store.