

ALBION FELLOWS BACON CENTER, INC.

**Facility Operation Specialist- Part-time
Job Description**

Summary: Responsible for the overall housekeeping coordination and maintenance of the facility and Shelter Program

Reports to: Residential Program Director

Duties and Responsibilities

- Assists the FOC (Facility Operations Coordinator) with purchasing and re-ordering all groceries and supplies needed for the Shelter Program and portions of the Center; ability to manage within a given budget, providing all billing summaries and expenses to Finance Director.
- Maintains an inventory of supplies, food, household items, maintains an updated written inventory of furniture and appliances utilized by the Shelter Program.
- Assists with major housecleaning, repair and updating projects.
- Assists the FOC in scheduling inspections and drills (health, fire, security, etc.) to ensure compliance and regulations are met and have knowledge of OSHA and safety standards.
- Remains familiar at all times with various emergency procedures.
- Monitors residents' (as a group and individual) daily and material needs.
- Assists in monitoring and distribution of non-monetary donations received into the facility, and maintains and communicates an active needs list for community.
- Assists with training, scheduling and overseeing volunteers to assist with projects, housekeeping and maintenance of facility.
- Serves as liaison between Albion Fellows Bacon Center and agencies/businesses to order, secure, pick up and distribute food.
- Flexibility could be required (some evenings or weekends may be necessary).
- Capable of using independent judgement/solid decision making skills; comfort and experience interacting effectively with all levels of management, guests, staff and community.
- Attends all CIA meetings and staff meetings.
- Participates in in-service training.
- Responds to emergencies in a calm, professional manner.
- Performs other duties as assigned.

Statistical Reporting

- Maintain data records to be compiled for reports, including receipts, donations, etc.

General Responsibilities

- Adhere to agency policies and work rules, including confidentiality and code of ethics.
- Meet regularly with the Residential Program Director for supervision and consultation.
- Participate in agency staff meetings and other team meetings as required by supervisor.
- Attend trainings and continuing education activities as assigned.
- Other duties as assigned.

Qualifications

- Minimum of 3-5 years of hospitality experience, preference given to hospitality management/supervisory experience.
- This position requires an individual to lift and/or carry up to 30 pounds, stand for long periods and be physically active during work hours.
- Knowledge of domestic and sexual violence issues.
- Ability to work sensitively with adults and children who have experienced trauma using a trauma-informed approach, while maintaining appropriate boundaries and demonstrating the empowerment philosophy of advocacy.
- Ability to work with diverse populations.
- Ability to work independently and as a member of a team.
- Ability to perform word processing, database, email, and other computer functions.
- Effective oral and written communication skills.
- Ability to work effectively in a fast-paced and high-pressure work environment. Excellent organizational skills and ability to manage multiple tasks.

Requirements

- Complete Albion New Employee training program.
- Consent to a Criminal Background Check.
- Valid Indiana driver's license, proof of vehicle insurance & access to a car during work hours.
- Obtain or maintain account with a financial institution for direct deposit of pay checks.

Non-Exempt