

# FAMILIES FORWARD

UNTIL EVERY FAMILY HAS A HOME

**Job Title: Facilities Assistant**

**Reports to: Food Program Facilities Supervisor**

**Education Requirement: High School Diploma or Equivalent**

**Position is: Non-exempt, Part-time - (primarily Tuesday and Thursday, 16-20 hours per week)**

**Pay Range: \$22-\$26 per hour, based on experience**

## **Position Summary**

Under the supervision of the Food Program Facilities Supervisor, the Part-time Facilities Assistant works with staff and volunteers to support smooth functioning of all Families Forward facilities, including the office building, warehouse, and Community Market. This position is labor-intensive and requires the ability to load and unload pallets of food, other donations, and furniture. The Facilities Assistant also provides routine maintenance, basic repairs, and transportation support, and helps maintain clean, organized, and safe environments throughout the office building and property.

## **Essential Job Duties:**

### **Office / Food Pantry / Warehouse (100% of time)**

- Assist volunteers and staff with food pantry operations, including donation drop-offs, tracking inventory, and responding to volunteer inquiries.
- Provide regular maintenance and cleaning of the office building.
- Perform basic handyman and repair tasks such as minor plumbing fixes, furniture assembly, patching, painting, and general upkeep as needed.
- Maintain order and logistics throughout the office, warehouse, market, and storage spaces.
- Load and unload pallets of food, other donations, and furniture with assistance from staff.
- Drive company box truck to pick up and deliver food, donations, furniture, and supplies as needed, following all safety and traffic regulations.
- Conduct basic vehicle checks (fuel, cleanliness, reporting maintenance needs) and ensure vehicles are kept in safe operating condition.
- Maintain inventory of office and janitorial supplies.
- Monitor upkeep of public spaces—copy rooms, breakrooms, meeting rooms, and restrooms—and report preventative maintenance concerns to the Food Program Facilities Supervisor or Operations Manager.
- Update and maintain office and seasonal program signage.
- Set up office spaces for meetings and events.

## **Work Environment / Requirements:**

- Frequent standing, walking, bending, reaching, and lifting.
- Ability to lift 25–50 lbs frequently; up to 100 lbs occasionally.
- Ability to work in warehouse environments, around loud noise, and in outdoor weather conditions as needed.
- Ability to safely operate a forklift, pallet stacker, and hand tools, and move in and out of cold temperatures at times.
- Valid driver's license with a clean driving record and comfort driving box trucks or similar vehicles.

- Demonstrated basic handyman skills and ability to safely use common maintenance tools and equipment.
- Requires close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**Preferred Qualifications:**

- Previous experience in facilities, warehouse, maintenance, or handyman work.
- Experience driving box trucks or similar vehicles; familiarity with safe loading, unloading, and delivery practices.
- Forklift or pallet jack experience (certification a plus).
- Basic knowledge of building maintenance, minor repairs, and safe use of hand and power tools.
- Experience working in a food pantry, warehouse, nonprofit, or volunteer-driven environment.
- Strong organizational skills and ability to manage multiple tasks independently.
- Reliable, safety-conscious, and comfortable working in physically demanding environments.
- Bilingual (English/Spanish) skills a plus.

**Don't meet every single requirement?** We encourage you to apply anyway. At Families Forward, we value diverse backgrounds, perspectives, and lived experiences. If you're excited about this role and our mission to end homelessness, we want to hear from you—even if your experience doesn't align perfectly with every qualification.

**Benefits**

- Families Forward is committed to offering competitive compensation, full benefits, and professional development opportunities for our employees. Our benefits package includes medical, dental, and vision; flexible spending account; life insurance; 403B retirement plan; generous time off including paid holidays, vacation, sick time; phone or phone stipend; and a variety of other benefits to support our employees.

**Note:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

*Please send resumes to Jennifer Press, Senior Director of Talent and Operations, at [jpress@families-forward.org](mailto:jpress@families-forward.org).  
No phone calls, please.*