

Join the North Coast Co-Op Team!

In addition to being dedicated to the community, as well as being the only certified organic store in the area, North Coast Co-op is also a fantastic employer with excellent benefits—making us a great place to work! We are looking for hard working, fun people with a passion for food, community and sustainability to join our team. Since we are unionized, many of our retail positions are also part of a bargaining unit organized by UFCW Local 5.

We are looking for a talented **Facilities Manager** to join our team.

Title: Full Time, Exempt, Corporate.

Location: Eureka and Arcata, CA

SUMMARY: The Facilities Manager maintains all equipment, manages service contracts, does store upgrades and repairs and provides excellent customer service to customers/members, coworkers, and vendors. This position attends management meetings, as requested, to be able to support the store's success.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Customer Service

- a. Treat people fairly, consistently, and with respect.
- b. Ensure efficient, informative, and friendly service according to established customer service vision and standards.

Financial Responsibility

- a. Coordinate the preparation of annual budget.
- b. Monitor and ensure that labor ranges comply with approved budget.
- c. Monitor and ensure that direct and indirect expenses comply with approved budget.
- d. Attention must be paid to proper safety and equipment training when the potential financial result may require the purchase of new equipment and/or an injured employee and lost work time.

Operations

1. Building and Equipment Maintenance

- a. Organize and oversee repair and maintenance of the physical stores and office spaces: floors, roof, interior and exterior walls and lighting, electrical, plumbing, etc.
- b. Organize and oversee the repair and maintenance of store equipment: shelving, refrigeration, HVAC, walk-in coolers, product cases, etc.
- c. Organize and oversee the maintenance of the grounds: trash and recycling area, parking lot, landscaped area, etc.
- d. Call appropriate services for repairs as needed for electrical, plumbing, equipment
- e. Ensure that appropriate support personnel are immediately contacted if problems arise with any mechanical equipment.

- f. Maintain a schedule and ensure performance of preventative maintenance and services for upkeep of grounds, building and equipment.
- g. Maintain records of equipment purchases, maintenance and repairs to ensure institutional memory
- h. Contract and oversee preventative maintenance and service contracts for equipment.
- i. Oversee contracted services and utility staff.
- j. Coordinate with department managers on regular maintenance, repair.
- k. Organize special projects such as in-depth cleaning jobs, painting, light carpentry, etc.
- l. Maintain annual calendar, record services, and repairs.
- m. Make recommendations, negotiate contracts, and monitor fulfillment of service contracts i.e. trash and recycling, refrigeration, pest control, etc.
- n. Assist with cleaning or building tasks related to remodel, reset, or renovation.
- o. Work with GM and SM to identify, negotiate and schedule subcontractors
- p. Provide project management with subcontractors and equipment vendors and repair.
- q. Coordinate sustainability efforts of the Co-op.
- r. Create and evaluate effective systems for creating and tracking progress towards sustainability goals, including financial analysis of initiatives.

2. **Janitorial**

- a. Ensure floors are swept and mopped daily and as needed.
- b. Ensure all office areas are clean and mopped.
- c. Ensure bathrooms, bathroom fixtures and drinking fountains are clean.
- d. Clean Store equipment as needed.
- e. Maintain a schedule to dispose of trash and recycling.
- f. Maintain a cleaning schedule of dusting ceiling fans, air ducts, air vents, light shades on the sale floor and in the prepared food areas.
- g. Coordinate with department managers on regular, deep and specialized cleaning.
- h. Ensure all floor mats are cleaned on a regular basis.
- i. Organize special cleaning projects as needed.

j. Safety and Security

- a. Maintain working knowledge of processes and solutions for store emergencies.
- b. Ensure department staff is aware of and follows health and safety rules appropriate to the department.
- c. Responsible for making sure detailed Incident Reports for on-the-job injuries are correctly completed and submitted to Human Resources.
- d. Ensure all department staff are trained and monitored in the safe and correct use of equipment and proper lifting techniques.
- e. Ensure monthly safety checks are performed.
- f. Maintain and update the safety binder to include: safety checklists, repair/maintenance required, and repairs/maintenance completed.
- g. Maintain store/staff compliance with all legal government agencies, including break schedules, minors, pallet jack operation, fire codes, and health codes.

- h. Assist with ensuring safety and security standards are followed for vendors and receiving areas. Coordinate with the HR manager to develop and monitor safety training for all staff; serve as trainer as needed.
- i. Provide leadership in emergency / accident situations, following store procedures and assisting in completing necessary forms as needed.
- j. Perform in a manner that serves as a role model for safe workplace practices.
- k. Help to maintain grocery retail and storage areas in clean, orderly condition, meeting health department standards

Other Duties

- a. Other duties as assigned by the General Manager
- b. Attend mandatory staff meetings and read all staff notices and newsletters
- c. Maintain awareness of the annual budget and spending within the maintenance and repair categories
- d. Know and promotes Co-op Principles and Mission
- e. Know and follows Co-op work policies and procedures
- f. Perform other duties as assigned to meet business needs

Job Requirements

- a. Perform other duties as assigned to meet business needs
- b. Flexible schedule and ability to be on call
- c. Neat appearance and personable
- d. Ability to prioritize work tasks, multi-task, and maintain focus.
- e. Physical ability to stand, kneel, bend, and lift 50+ pounds frequently
- f. Ability to effectively communicate, verbal and in writing, with coworkers, customers, and vendors
- g. Ability to operate all equipment necessary to perform the job

Physical Requirements

- a. Must be able to sit for prolonged periods of time
- b. Extended keyboard use and reading of computer screen
- c. Will be required to stand, walk, use hands and fingers to handle or feel
- d. Reach with hands and arms
- e. Ability to lift 50 pounds and move 30 pounds or more
- f. Stoop, kneel, crouch or crawl
- g. This position requires the need to drive and employee must maintain a current California Driver's License and insurance.

Skills and Qualifications

- a. HS diploma or equivalent
- b. At least 2 years equivalent relevant experience in required.
- c. Experience in leadership and project management, preferably including tracking and reporting data.
- d. Knowledge of appropriate cleaning methods and materials.

- e. Read and interpret documents in English such as invoices, safety rules, operating and procedure manuals, etc.
- f. Able to write in English such as comments on invoices or safety logs.
- g. Ability to operate independently with minimal supervision and to determine own work priorities within departmental guidelines.
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- i. Ability to handle multiple demands, problem solve, and research information.
- j. Ability to handle stressful situations in a calm, effective manner.
- k. Demonstrate objectivity, neutrality, and calmness under pressure.
- l. Excellent sense of organization and follow-through on commitments.
- m. Basic knowledge in building, electrical, plumbing, HVAC and refrigeration systems maintenance and repair.
- n. Basic understanding of OSHA safety requirements.
- o. Basic understanding of building and grounds construction and operations and repair requirements.
- p. Knowledge of and passion for sustainability issues and the natural food industry

IMPORTANT DISCLAIMER NOTICE:

The job duties, elements, responsibilities, skills, functions, experience, educational factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the employee may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or a work environment change.

****Please send a cover letter, resume and application to HR@northcoast.coop**

POSITION TYPE & EXPECTED HOURS OF WORK:

Exempt

SALARY LEVEL: DOE

EEO STATEMENT:

The North Coast Co-Operative provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, The North Coast Co-Operative complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.