

**Feeding America West Michigan**  
**JOB TITLE: Maintenance Worker**

**JOB DESCRIPTION**

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**REPORTS TO: Warehouse Manager**

**GENERAL DESCRIPTION:**

Perform essential upkeep tasks throughout our facility. In this position, you will be responsible for a wide variety of activities such as repairs and cleaning to ensure that our facilities are both safe and functional. Being reliable and self-motivated with a keen eye for detail is essential in this job. Support Food Bank goals.

**ESSENTIAL JOB FUNCTIONS:**

- Maintain a safe and clean work environment.
- Perform minor fixes, such as repairing broken locks, damage to walls, etc.
- Install necessary appliances and equipment as needed
- Check control panels and electrical wiring to identify issues
- Maintain grounds, including garden and yard upkeep, trimming, edging, collecting trash and debris, etc.
- Perform necessary cleaning activities, such as dusting, mopping, trash removal, when it pertains to ongoing maintenance projects
- Regular maintenance tasks, such as replacing light bulbs/fixtures
- Inspect and troubleshoot various equipment and systems
- Test the functionality of the facilities safety and operational systems
- Collaborate with a team of workers and other professionals during renovations and facility expansions/changes
- Report to management regarding issues resolved, those needing attention, and those currently in progress
- Replace furnace filters regularly.
- Strip, seal, finish, and polish floors.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Remove snow from sidewalks, driveways, and parking areas, using snow blowers, and snow shovels, and spread snow melting chemicals.
- Requisition of supplies and equipment needed for maintenance duties.
- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.
- Assist the Facilities Maintenance Staff as needed.

**This list is not all-inclusive and other duties may be assigned**

## **Professional Requirements:**

- High school diploma or equivalent
- Proven experience as a maintenance worker or other similar position, preferably in a warehouse setting
- Ability to communicate verbally and in writing clearly
- Basic working knowledge of HVAC, plumbing, and electrical systems
- Experience with tools, including hand and electrical tools
- Ability to read and utilize technical manuals and drawings
- Knowledge of sanitary protocols and cleaning procedures.
- Ability to finish assigned tasks effectively within limited time.
- Ability to prioritize and perform multiple tasks simultaneously
- Ability to work individually and with a team.
- Outstanding customer service skills
- General passion for creative problem solving

## **Mission**

We gather and distribute food to relieve hunger and increase food security in West Michigan and Upper Peninsula.

## **Values**

**Respect:** Honor the value and dignity of everyone we interact with.

**Transparency:** Provide honest and complete financial and operational information.

**Excellence:** Strive to exceed expectations in the pursuit of our mission.

**Inclusion:** Actively represent the diverse voices of our community within our staff and board.

**Innovation:** Empowered to challenge the status quo and take new approaches.

**Stewardship:** Be accountable for the responsible use of resources entrusted to us.

**Integrity:** Keep our promises and take responsibility for our actions.

**Collaboration:** Cultivate partnerships with organizations in our community who share our commitment to relieve hunger and increase food security.

## **Equal Employment Opportunity**

It is the policy of Feeding America West Michigan Food Bank to provide equal employment opportunities to all people without regard to race, color, religion, national origin, age, sex or disability and to promote the full realization of that policy. FAWMFB will assure equal employment opportunities in all personnel actions and procedures including, but not limited to recruitment, hiring, training, transfer, promotion, compensation and benefits.

## **Employee Acknowledgement**

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Maintenance Worker** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that this job description does not create a contract of employment and Feeding America West Michigan Food Bank can modify any or all the terms and conditions listed in this job description at any time. I acknowledge that my employment is at-will and that my employment can be terminated with or without notice.

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**Employee signature & Date**

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**Witness**