



The Kitchen, Inc.

Job Title: Facility & Maintenance Supervisor	Department: Assets/Properties	Supervisor: Director of Operations
Supervisory Responsibility: Yes	FLSA Status: Nonexempt	Pay Rate: Commensurate with experience

Our Mission:

We bring stability and purpose to people who are homeless using our Values of Respect, Dignity, Quality, Service, and Compassion.

Major Areas of Responsibility:

- Provide leadership and directions for facilities, donation center, and maintenance.
- Provide oversight and responsibility for the buildings, grounds, parking lots, equipment, building systems, general security, and housekeeping.
- Manage the Donation Center and Maintenance staff.

Specific Job Responsibilities:

- Oversee and perform maintenance/repairs to TKI properties and community properties including (HVAC, electrical, plumbing, mechanical) or act as TKI representative with outside contractors and inspectors coming into the property or into the building.
- Inspect premises daily to ensure that all safety and sanitation requirements are being maintained.
- Complete all work orders received in a timely manner.
- Assist management and third parties with inspecting first aid kits, fire extinguishers, and emergency lighting monthly (including vehicles).
- Oversee, report, and coordinate preventative and corrective maintenance and projects, while keeping detailed records.
- Help maintain Donation Center cleanliness and organization.
- Maintain relationships with donors, outside contractors or vendors and volunteers.
- Support the vision, mission, strategy, and values of The Kitchen, Inc.
- Performs other duties as assigned.

Job Requirements:

Education, Experience, and Training

- Associate degree or equivalent experience.
- General knowledge of HVAC and security systems, building management, groundskeeping, systems and management.
- Familiar with OSHA requirements

Core Values

- Respect – Show humility, value diversity, while demonstrating high regard for each other's differences.
- Dignity – Promote self-respect, pride and self-worth while inspiring the trust of others.
- Quality - Demonstrates accuracy, thoroughness, and competence while looking for ways to improve and promote excellence.
- Service – Taking action to create value for colleagues and participants by committing to their well-being, anticipating their needs, and working collaboratively to overcome obstacles and solve problems.
- Compassion – Appreciate others' perspectives and be genuinely concerned for people who are at-risk or experiencing homelessness. Treat people with courtesy, politeness, and kindness.



The Kitchen, Inc.

Other

- Valid Missouri Driver's license and be approved as a driver by The Kitchen, Inc.'s insurance carrier.
- Must pass background check and pre-employment drug screen.
- Section 3 applicants are encouraged to apply.

Physical Demands:

The physical demands 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.

While performing the duties of this job, the employee is regularly required to talk or listen. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Signature

Print Name

Date