



Job Title: Coordinator Facilities
Department: Warehouse
Reports to: Manager Facilities
Classification: Non-exempt

The Capital Area Food Bank feeds those who suffer from hunger and malnutrition in the Washington, DC metro area by acquiring and distributing food through our network of 700 partners. Our food distribution is complemented by outreach, education, and training to help those in need. The Capital Area Food Bank is a member of Feeding America, a national network of over 200 food banks.

Position Overview:

Responsible for building sanitation, maintaining pest control records, cooler and freezer temperature logs and assisting with the general maintenance of the CAFB warehouse and office facility;

Essential Functions:

- Handles general maintenance tasks to include: cleaning, sweeping, trash removal, lighting repairs, light painting, moving furniture;
- Performs minor electrical, carpentry, plumbing, and mechanical repairs;
- Drives to various locations as needed;
- Checks temperature of facility and all cooler and freezer units;
- Monitors and completes the pest control log;
- Operates a floor scrubber machine;
- Performs other tasks as assigned

Minimum Requirements:

- HS diploma
- 1 – 2 yrs. exp. in a warehouse environment

Physical requirements:

- Ability to operate a motor vehicle, forklift, or pallet jack with a valid license
- Regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. Frequently required to stand; walk; and stoop, kneel, crouch or crawl.
- Occasionally required to sit and climb or balance.
- Must regularly lift and/or move objects up to 20 pounds, frequently lift and/or move objects up to 50 pounds, and occasionally lift and/or move objects that weigh more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

- This position works in a warehouse setting, with some outdoor exposure during the workday.
- Area contains moving forklifts and pallet jacks
- Frequent exposure to changes in temperature conditions

EOE

www.capitalareafoodbank.org

Note: *Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*