



Open Arms of Minnesota Job Description: Building and Grounds Coordinator

Organizational Summary:

Open Arms of Minnesota (OAM) is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission is to nourish body, mind and soul. In our state-of-the-art kitchen, OAM staff members and more than 7,300 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own Open Arms gardens. Volunteers deliver the meals throughout the Twin Cities metro area to approximately 1,100 clients, caregivers and dependents each week, providing nourishment and hope for families dealing with life-threatening illnesses. There are no fees for any of Open Arms' services. Open Arms is a volunteer-driven organization and is culturally unique in our high commitment to an excellent volunteer experience.

To learn more, visit www.openarmsmn.org

Open Date: April 23rd, 2019

Closing Date: Until filled

Position Overview:

This full-time, non-exempt position contributes to the fulfillment of Open Arms' mission by ensuring that the OAM building and grounds are a consistently welcoming, clean, well-maintained environment to all who enter. The Building and Grounds Coordinator is a hands-on maintenance position, responsible for building and grounds maintenance tasks as needed and on a regular basis. Additionally, this position is responsible for managing vendor and supplier relationships, verifying invoices, and scheduling service and maintenance requests. The Building and Grounds Coordinator will ensure the building and grounds are clean and orderly and will oversee the management of the building security system.

As with all OAM staff positions, this position is responsible for helping ensure volunteers and interns have an exemplary experience during all interactions with Open Arms, and is expected to consistently maintain a high level of customer service to all guests, clients and fellow team members.

Primary Job Responsibilities:

- Oversee the function and repair of all building operations through daily building walk-throughs and weekly/monthly check lists.
- Ensure that unsafe conditions are corrected in a timely manner.
- Develop and manage annual preventative maintenance calendar. Initiate, perform and oversee regular preventative maintenance of the building and systems, whether

in-house or through a vendor. Maintain records of maintenance, warranties, and inspections.

- Prioritize and respond to all building repair requests, respond immediately to emergency repairs. Determine which repairs can be done in house, contact vendors if not.
- Develop and maintain multi-year building repair and update plan, allowing the organization to be prepared for future repair or replacement costs.
- Serve as the primary contact for all vendor and contractor relationships, maintain relationships with vendors, negotiate pricing and approve invoices.
- Maintain grounds and landscaping, including scheduling and planning seasonal planting, weeding and mulching.
- Oversee cleanliness of building at all times. Duties can include: Picking up trash from the lot/sidewalk each morning and occasional cleaning, dusting, sweeping, vacuuming, emptying trash, replacing lightbulbs, refilling restroom dispensers, etc.
- Create and maintain a map of the basement and kitchen to ensure all storage areas are being used efficiently and all staff know where items belong and can be found.
- Manage the building's security system including: covering on-call security alarms, maintaining door schedules, user access, keycards, and gate schedules.
- Manage meeting and community spaces by ensuring cleanliness and completing specific set up and tear down requests.
- Assist Senior Management in carrying out the implementation of various policies, standards, procedures and programs relating to the overall maintenance and upkeep of the property, including sitting on the Safety Committee.
- Report all liability and community incidents to senior management immediately.
- Maintain company vehicles.
- Maintain a positive customer relations attitude.
- Help ensure Open Arms provides an outstanding experience for all volunteers by regularly seeking out meaningful and positive interactions with them and maintaining a positive, friendly, helpful attitude at all times.
- Support the mission and vision of Open Arms.
- Other duties as assigned.

Requirements:

- High school diploma or GED.
- 5+ years of experience in a similar position, past experience managing the maintenance of a building required.
- Demonstrated experience in plumbing, electrical, lighting, drywall repair, flooring, HVAC, various man-lifts, power tools, and troubleshooting.
- Strong attention to detail, and consistent adherence to policies and procedures.
- Valid Drivers' license and satisfactory driving record.
- Demonstrated ability to prioritize workload, follow-up on assignments, and handle multiple projects with numerous deadlines.
- Ability to assess situations and come to appropriate decisions quickly.
- Ability to read, write, speak and understand the English language to communicate with employees, volunteers and vendors.

- Good communication and human relation skills, with a positive attitude and friendly demeanor with clients, volunteers and the general public.
- The ability to maintain a positive attitude and cheerful demeanor in stressful situations.
- Computer competency in programs necessary for jobs success. Possess the ability to open, create, edit and save Word and Excel documents and to use Outlook email and calendar.
- Flexible schedule with ability to work occasional weeknights or weekends.
- Must have ability to be “*on call*” overnight for alarm company and building issues.
- Ability to adhere to attendance and punctuality requirements, to meet time-sensitive client and business needs.
- Sensitive to diversity and able to work respectfully with wide array of co-workers and members of the community.
- A passion for the mission and values of Open Arms.

Physical Requirements:

- Able to drive a van.
- Requires corrected vision, full color vision.
- Able to frequently lift and carry items greater than 50 pounds, and able to transport up to 70 pounds.
- Able to periodically lift 50+ lbs. over-head.
- Able to work on feet and to sit for long periods of time.
- Able to stand, sit, walk, bend, kneel, crouch stoop and twist. Requires full range of motion, manual dexterity and eye-hand coordination. Ability to use hands and fingers to grasp, twist and pull. Requires corrected vision, full color vision, sense of smell and taste, and hearing to normal range.
- Able to climb a ladder and work above ground.
- Able to withstand external weather conditions.
- Able to operate standard office equipment (such as telephone, computer, printer and copy machine).

Reports to: Director of Finance and Administration

Range: \$19.00-\$21.00 per hour

Location: Minneapolis, MN 55404

Hours: Full-Time

To Apply: Please send resume and cover letter detailing pertinent experience to:

- OAM HR Email: Jobs@openarmsmn.org
- Fax: 612.872.0866
- Mail: 2500 Bloomington Avenue S, Minneapolis MN 55404
- NO CALLS PLEASE

Benefits: This position is eligible for an excellent, comprehensive benefits package, including medical/life/STD/LTD insurance, holidays and personal time off (PTO). An employee-paid dental plan and 401K is also available.

Open Arms of Minnesota is committed to hiring and fostering a diverse and inclusive workforce that leverages the skills and talents of all employees in our organization, regardless of race, gender, national origin, age, religion, sexual orientation, size, physical ability or socioeconomic status. We encourage diverse candidates to apply for this position.

Equal Opportunity Employment