



Open Arms of Minnesota Job Description: Building and Grounds Supervisor

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 7,600 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own Open Farms gardens. Volunteers deliver the meals throughout the Twin Cities metro area to approximately 2,400 clients, caregivers and dependents annually, 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.

For more information, visit: <https://www.openarmsmn.org/>

Open Date: December 28th, 2020

Closing Date: Until Filled

Position Overview:

This full-time, non-exempt position contributes to the fulfillment of Open Arms' mission by Supervising the OAM building and grounds, ensuring that they are a consistently welcoming, clean, well-maintained environment to all who enter, and that the kitchen and other critical areas are functioning as needed. The Building and Grounds Supervisor 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 oversee the management of building systems including security, cleaning, HVAC, etc.

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:

- Consistently ensure OAM building and grounds are clean, operational, in good repair, and maintained.
- Oversee building and grounds operations through building and grounds walk-throughs every day.

- Create and follow weekly, monthly, seasonal and annual task lists and preventative maintenance check lists.
- Initiate, perform and oversee regular preventative maintenance of the building and systems, whether in-house or through a vendor. Maintain records of that maintenance, warranties, and inspections.
- Serve as the primary on-call responder to all security system alarms
- Manage the building's security system including: acting as the main vendor contact on all issues, questions and alarms, maintaining door schedules, user access, keycards, and gate schedules.
- Ensure that any unsafe conditions in the building or on the grounds are corrected in a timely manner.
- Prioritize and respond to all building repair requests, respond immediately to emergency repairs.
- Determine which repairs can be done in house, contact outside vendors when appropriate.
- Serve as the primary contact for all vendor and contractor relationships, maintain relationships with vendors, negotiate pricing and approve invoices. Seek multiple bids on significant repairs.
- Develop and maintain multi-year building repair and update plan, allowing the organization to be prepared for future repair or replacement costs.
- Maintain grounds and landscaping, including scheduling and planning seasonal planting, weeding and mulching.
- Oversee cleanliness of building at all times. Pick up trash from the lot/sidewalk each morning and evening.
- Oversee building cleaning company, ensuring high standards are met, creating and maintaining cleaning check list and performing occasional cleaning when cleaning company not in building. Duties could include: dusting, sweeping, vacuuming, emptying trash, replacing lightbulbs, refilling restroom dispensers, cleaning construction debris, cleaning one-time incidents, etc.
- Manage meeting, event and community spaces by ensuring cleanliness and completing specific set up and tear down requests.
- 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.
- 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, ensuring regular maintenance and repairs.
- Create and maintain logs for all building, kitchen, grounds and vehicle maintenance
- Maintain a positive customer relations attitude.
- Drive OAM vehicles between buildings, storage and other sites to pick up or drop off materials or purchases
- When asked, make deliveries to clients as back-up driver
- 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 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 and comfort is necessary for job success. Possess the ability to open, create, edit and save Word and Excel documents and to use Outlook email and calendar. Experience with online vendor control systems.
- Flexible schedule with ability to work occasional weeknights or weekends.
- Must have ability to be "*on call*" overnight for alarm company and building issues, physically coming to the building on off-hours when necessary.
- Ability to adhere to attendance and punctuality requirements, to meet time-sensitive client and business needs.
- Sensitivity and commitment 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 car, truck and 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 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 Operations

Pay Rate: \$23.00 - \$25.00 per hour

Location: Minneapolis MN 55404

Hours: 40 hours per week

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 that includes medical/life/ STD/LTD insurance, and personal time off (PTO). Employee-paid dental and retirement plans are 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, gender identity, familial status, disability or socioeconomic status. We encourage diverse candidates to apply for this position.

Equal Opportunity Employer