



## **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: by providing food as medicine, we nourish our clients and build community. In our state-of-the-art kitchen, OAM staff members and more than 6,600 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 3,000 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.

To learn more, visit [www.openarmsmn.org](http://www.openarmsmn.org)

**Open Date:** July 18<sup>th</sup>, 2022

**Closing Date:** Until filled

### **Position Overview:**

This full-time, non-exempt position contributes to the fulfillment of Open Arms' mission by coordinating the OAM building and grounds maintenance and upkeep, 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 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 building and maintaining good working relationships with vendors and suppliers, verifying invoices, scheduling service and maintenance requests and being available for daily upkeep tasks. The Building and Grounds Coordinator will oversee the day-to-day workings of the building systems including security, HVAC, and services necessary to keep the building in good working order.

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 volunteers, clients, guests, and fellow team members.

### **Primary Job Responsibilities:**

- Ensure OAM building and grounds are consistently clean, welcoming, well maintained, and in good repair.
- Conduct building and grounds daily walk throughs, noting what needs attention and addressing.
- 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 and update maintenance records, warranties, and inspections.
  - Manage the security system including acting as primary responder to alarms, main vendor contact on all issues, and working cooperatively with other staff, 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.
  - Serve as the secondary contact for all vendor and contractor relationships, maintain effective relationships with vendors.
  - Working with the Director of Facilities, update and maintain multi-year building repair and maintenance plan, allowing the organization to be prepared for future repair or replacement costs.
  - Maintain grounds and landscaping, including performing seasonal planting, weeding, and mulching.
  - Oversee cleanliness of building. Pick up trash from all areas of the property each morning and evening.
  - In collaboration with the Director of Facilities, oversee the building cleaning company, ensuring high standards are met, creating, and maintaining cleaning check list and performing occasional cleaning when cleaning company is 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 basement and kitchen storage areas to ensure all 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, scheduling, and taking vehicles for 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 as needed.
  - 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 related duties as assigned.

### **Requirements:**

- 4+ years of experience in building maintenance.
- Active Minnesota driver's license and unrestricted for work-related driving.
- Acceptable driving record and insurable under current policies.
- Access to reliable transportation.
- Demonstrated experience in plumbing, electrical, lighting, drywall repair, flooring, HVAC, power tools, and troubleshooting helpful.
- Strong attention to detail, and consistent adherence to policies and procedures.
- 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.
- Good communication and human relation skills, with a positive attitude and friendly demeanor with clients, volunteers, and the general public.
- Keep a customer service focus and ability to work effectively as part of a team.
- 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 vender control systems.
- Ability to be on call for emergencies and security alarms, ability to work occasional weeknights or weekends or when building emergencies require.
- Flexibility to work in two different worksites.
- 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:**

- Ability to communicate verbally and in writing in English.
- 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 Facilities

**Location:** Minneapolis, MN 55404

**Pay Rate Range:** \$24-\$26.00 per hour

**Location:** Minneapolis, MN

**Hours:** Full-time

**To Apply:**

Please send resume and cover letter detailing pertinent experience to:

**OAM HR**

- Email: [jobs@openarmsmn.org](mailto:jobs@openarmsmn.org)
- Fax: 612.872.0866
- Mail: 2500 Bloomington Avenue S, Minneapolis MN 55404

**Benefits:**

This position is eligible for an excellent comprehensive benefits package that includes medical/dental/life/ STD/LTD insurance, paid Holidays, and personal time off (PTO), retirement plan with employer match program. Employee-paid vision plan 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, gender identity, familial status, disability, or socioeconomic status. We encourage diverse candidates to apply for this position.

**Equal Opportunity Employer**