



Open Arms of Minnesota Job Description: Building Maintenance Associate

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 two state-of-the-art kitchens, OAM staff members and more than 3,500 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own 5 Open Farms urban garden locations. Volunteers deliver meals throughout the Twin Cities metro area to approximately 4,000 clients, caregivers, and dependents annually, providing nourishment and hope for families dealing with life-threatening illnesses. In addition, families in need throughout Minnesota receive meals shipped to them weekly. 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: July 28th, 2023

Closing Date: Until filled

Position Overview:

This full-time, hourly position contributes to the fulfillment of the Open Arms' mission by performing basic maintenance and cleaning in the facility, including a commercial kitchen. The Building Maintenance Associate ensures the Minneapolis grounds and building are consistently well-maintained, welcoming, and clean, and that the kitchen and other critical areas are functioning as needed. 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:

- Conduct building and grounds daily walk-throughs, by noting what needs attention and addressing.
- Maintain building and grounds in good order by walking outside and through halls/rooms and cleaning as needed:
 - Pick up litter as needed.

- Shovel, snow blow, salt, sweep and pick up trash from sidewalks as needed.
- Vacuum, sweep, mop, wipe surfaces, etc.
- Ensure all trash is taken care of throughout the day in the kitchen, restrooms, breakroom, and hospitality area.
- Restock supplies as needed:
 - Restrooms with soap and hand towels as needed.
 - Kitchen with linens, gloves, soap, hand towels, etc.
- Maintain grounds and landscaping, including performing seasonal planting, weeding, and mulching.
- Clean maintenance areas such as garages, mechanical rooms, and storage areas.
- 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.
- Perform basic repairs or take preventative measures for the upkeep of the facilities.
- 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.
- Ensure that unsafe conditions in the building or on the grounds are corrected promptly.
- Manage meetings, events, and community spaces by ensuring cleanliness and completing specific set up and tear down requests.
- Provide backup of unloading/loading trucks.
- Drive OAM vehicles between buildings, storage, and other sites to pick up or drop off materials or purchases as needed.
- 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.
- Support OAM at events when requested.
- Other duties as assigned.

Requirements:

- 2+ years of utility work experience.
- Active Minnesota driver's license and unrestricted for work-related driving.
- Acceptable driving record and insurable under current policies.
- Strong maintenance skills.
- Strong time management skills and attention to detail.
- Strong customer service skills and ability to contribute to a positive work environment.
- Good communications skills.
- Strong problem-solving skills
- Ability to multi-task and work in high pressure settings.
- Ability to work independently and with minimal supervision.
- Flexibility with schedule and assigned tasks.

- Ability to work occasional evenings and weekends.
- Sensitivity and commitment to diversity and able to work respectfully with many coworkers and community members.
- A passion for the mission and values of Open Arms.

Physical Requirements:

- Ability to communicate verbally and in writing in English.
- Able to operate standard office equipment (such as telephone, computer, printer, and copy machine).
- Able to lift delivery bags, meal contents and other needs within programmatic areas.
- Able to work on your feet for long periods of time.
- Ability and comfortable getting into tight spaces, walking on elevated platforms, working in environmental conditions (such as cold, rain, heat).

Compensation: \$21-\$23 per hour

Location: Minneapolis, MN

Hours: 40 hours per week

To Apply:

Please send resume and cover letter detailing pertinent experience to:

OAM HR

- Email: jobs@openarmsmn.org
- Fax: 1-866-499-1630
- 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, employee assistance program, paid Holidays, and personal time off (PTO), retirement plan with employer match program. Employee-paid vision plan, voluntary life, critical illness, hospital indemnity and accident insurance 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 all individuals with direct or transferable experience to apply for our open positions.

Equal Opportunity Employer