

**JOB TITLE:** Facilities and Warehouse Coordinator  
**CLASS:** Bargaining Unit  
**CATEGORY:** Regular (after Probationary)  
**STATUS:** 1.0 FTE, Hourly Wage, Non-Exempt  
**BENEFITS:** Eligible  
**REPORTS TO:** Director of Operations  
**LAST UPDATED:** February 20, 2013



**JOB SUMMARY:**

This position efficiently and effectively supports the warehouse and facilities operations of Free Geek. This position also works with other Free Geek departments to optimize facility use throughout the building. The staff member in this position participates in job-related group meetings with the overall goal of keeping the building functional and safe. This position is represented by a union, and application for union membership is mandatory upon hire.

**DETAILED RESPONSIBILITIES:**

- Ensure the proper functioning, maintenance and safety of the building and its systems, including HVAC, electrical, plumbing, fire safety, doors & locks, and central vacuum.
- Work with the Senior Management Team and other staff when facilities changes are needed.
- Recommend contractors as needed for facilities changes, get bids, and advise senior management. Maintain relationships with reliable and cost-effective contractors.
- Coordinate facilities work by staff and contractors to avoid disruption to daily operations.
- Train, supervise, schedule, coordinate and motivate volunteers.
- Stock and maintain warehouse volunteer check-in station and recycling area(s).
- Coordinate group volunteering in the warehouse.
- Document processes and procedures of programs operating in the warehouse.
- Participate in scheduling recycleable material pickups with recycling/transportation vendors.
- Participate in researching, evaluating, and implementing best environmental practices for material recycling.
- Keep abreast of relevant (and frequent) emails and attend job-related meetings.
- Share responsibility for evaluating and improving warehouse layout, usage, traffic, tool needs and material flow.
- Daily routine maintenance of forklift and other machinery as needed.
- Other duties as assigned.

## **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

- Ability to maintain a calm, positive and professional attitude at all times in a sometimes chaotic environment.
- Availability to work flexible hours both during and outside Free Geek's normal hours of operation, depending on the requirements of regular duties and special projects.
- Experience working with volunteers.
- Good interpersonal skills including patience and courtesy with the general public.
- One year of full-time experience in a position with significant facilities responsibilities.
- Aptitude for directing, instructing and positively influencing the energy level of others.
- Ability to consistently follow policies and procedures.
- Strong organizational skills and attention to detail.
- Fluency in spoken and written English.
- Demonstrable self-motivation and personal initiative.
- Ability to learn Free Geek documentation tools.
- Reliability and punctuality.
- Ability to lift and carry at least 50 pounds on a regular basis.
- Aptitude for operating forklift, pallet jack and other machinery following appropriate training.
- Must not be afraid to ask questions, but must be able to work without direct supervision on a regular basis.
- Ability to remain flexible about duties and expectations as Free Geek grows and changes.
- Demonstrated interest in learning and training opportunities.

## **DESIRED SKILLS, KNOWLEDGE AND ABILITIES:**

- 2-4 years of full-time experience in a position with significant facilities responsibilities.
- One year of full-time experience in a position with machinery maintenance responsibilities.
- Fluency in another language besides English.
- Demonstrated confidence and competence working with diverse populations.
- Six months of customer service experience.
- Ability to identify computer components and other hardware.
- Previous Free Geek work or volunteer experience.