

Plainfield Food Co-op
MAINTENANCE COORDINATOR

JOB SUMMARY

Completes or coordinates completion of cleanliness and maintenance of store front, floor area, warehouse (storage areas), community center, office, grounds and equipment.

STATUS

Part-time, 10-15 hours/week, non-exempt

PAY

Starting pay at \$13 - \$15 per hour, commensurate with experience

REPORTING RELATIONSHIPS

Reports to the Administration Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Performs routine maintenance to keep equipment, building and furnishings in working order, and to inspect to avoid future problems.
- Perform or oversee minor repair or small construction work according to time and ability.
- Creates an ethic of safety through modeling compliance with healthy and safety standards, building code and best practices.
- Creates, maintains, and delegates regular cleaning and maintenance schedule.
- Install necessary appliances and equipment as needed.
- Inspect and trouble shoot various equipment; develop equipment maintenance procedures and train staff, as needed; and incorporate equipment, sanitation and safety needs into budget requests.
- Supervise and collaborate with working members on maintenance and repair projects.
- Conduct and/or coordinate grounds management, such as snow removal, trimming, trash collection, landscaping, etc.
- Coordinates periodic "deep cleans".
- Work with Management Team to design or renovate the display areas of the store, and with Membership & Marketing Manager to support a welcoming store appearance.
- Works with Administration Manager and Building Committee to plan for long-term capital repair and replacement needs.
- Undertake or oversee capital repair and replacement projects.

QUALIFICATIONS

- Experience as a maintenance worker or transferrable experience.
- Basic working knowledge of HVAC, plumbing and electrical systems.
- Experience working with tools, including hand and electrical tools.
- Ability to read and utilize technical manuals and drawings.
- General passion for creative problem-solving.
- Excellent customer service skills; friendly, cooperative, tactful and courteous.

- Ability to handle multiple demands.
- Good communications skills—clear instructions, attentive listening.
- Commitment to a collaborative, team-oriented, workplace.
- Attention to detail, accuracy; good organizational skills.
- Willingness and ability to learn to meet the changing requirements of the job.
- Ability to give and receive feedback and to listen and react appropriately.
- Regular, predictable attendance and demonstrated reliability and trustworthiness
- Commitment to diversity and a personal approach that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, religion, ability, and socioeconomic circumstance.
- Commitment to cooperative values and principles.

WORK ENVIRONMENT

- Background music on floor
- Food odors, grain and spice dust, exposure to food and scent allergens
- Outdoor weather conditions (e.g., tasks in loading dock and receiving areas, landscaping, events, construction projects)
- Wet and/or humid conditions (e.g., walk-in/reach-in coolers/freezers)

PHYSICAL REQUIREMENTS

- Frequently lift and move up to 50 lbs.
- Frequently walk, squat, bend, sit, balance and rotate body.
- Ability ascend and descend stairs, ladders and step stools.
- Manual dexterity to use hand tools.

The Co-op provides reasonable accommodation to qualified employees with a disability.

This job description is not exhaustive and may be changed. Staff may be asked to do other work as the Co-op business needs.

Approved 3.15.18