



## JOB DESCRIPTION

<b>PROGRAM / DEPT:</b>	Operations
<b>TITLE:</b>	Facilities Assistant
<b>REPORTS TO:</b>	Steve Harkey, Thrift Store Manager
<b>LOCATION:</b>	ISR's Bayview Headquarters and Freeland Senior Thrift Store
<b>FLSA STATUS:</b>	Non-Exempt, Hourly, 30-40 hours per week
<b>SCHEDULE:</b>	6 to 8 hours per day for a 4-to-5-day work week between Monday and Saturday
<b>WAGE:</b>	\$17.00 - \$22.00 per hour; DOE
<b>SIGNING BONUS:</b>	\$500.00 payable after 90 days of satisfactory performance
<b>BENEFITS:</b>	See list of benefits below
<b>TO APPLY:</b>	Send application and brief letter expressing your interest via email with "FACILITIES ASSISTANT" in subject line to: susan@islandseniorservices.org
	Link to application: <a href="https://senior-resources.org/employment/">https://senior-resources.org/employment/</a>
<b>DEADLINE:</b>	Until position is filled

- Please carefully review this job description for minimum requirements and qualifications
- For questions regarding the position or application you may call: 360-321-1600 or 360-678-3373

### ABOUT OUR ORGANIZATION:

Island Senior Resources (dba ISR/Senior Services of Island County) is the primary provider of resources for seniors, adults with disabilities, and those who care for them in Island County, WA. It is in its 50<sup>th</sup> year of essential service to the community. For more information about our programs and services visit: [www.senior-resources.org](http://www.senior-resources.org).

*"I believe in the value of Island Senior Resources; that's why I work here. We improve lives every day for the individuals we serve. Each day when I go home, I know I have made a difference. It's more than a job; I'm doing what I believe in." – (long-time staff member)*

We hire people, not just qualifications. We respect and value our differences. We ask questions and listen to points of view until we find the best answers to every challenge. We seek individuals who can work collaboratively, value input, think creatively, and bring their experience to an environment where expertise is respected, and a desire to learn and improve is encouraged.

Everyone on staff is both a mentor and a learner every day. All of us are passionate about the work we do together and how we care for each other and every person who needs our help.



**Our Mission:** To provide resources that enhance the emotional, social, and physical well-being of seniors, adults with disabilities, and those who care for them.

**Our Vision:** Island Senior Resources envisions strong communities where seniors, adults with disabilities, and those who care for them are valued, heard and seen, care for and about, afforded respect, treated with dignity, and supported to live their best life.

Island Senior Resources is an independent nonprofit 501(c)(3) that has been serving Island County since 1972. It is not an agency of local, state, or federal government. Island Senior Resources is the trade name for Senior Services of Island County.

Island Senior Resources is an Equal Opportunity Employer and does not and shall not discriminate based on race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

### **POSITION SUMMARY:**

Supervised by Thrift Store Manager (former Maintenance Supervisor), the Facility Assistant is responsible for building operations maintenance and repairs at ISR's Bayview headquarters and the Senior Thrift Store in Freeland, for donation processing and backroom support at the Thrift Store, and for errands and maintenance that may require driving throughout Island County including Oak Harbor and Camano. Depending on experience, the position may be considered entry level and allow for the necessary on-the-job training and mentorship to perform essential job functions with less supervision over time and provide for professional development.

### **ESSENTIAL JOB FUNCTIONS:**

1. Works with Thrift Store Manager to establish priorities and schedule of activities.
2. Monitors buildings for needed and anticipated repairs.
3. Fixes broken equipment.
4. Performs preventative maintenance work on established basis.
5. Maintains maintenance records.
6. Monitors vehicle and equipment maintenance by outside providers (and supervises contract as assigned).
7. Performs ground maintenance, mowing, trimming, and other special projects.
8. Reviews and follows relevant instruction or maintenance manuals.
9. Procures bids for outsourced maintenance or repair work.
10. Orders or buys supplies as needed.
11. Processes non-monetary donations received at Thrift Store.
12. Performs errands and makes deliveries as needed.
13. Performs other duties as assigned.

### **QUALIFICATIONS:**

#### ***Minimum Education/Experience***

*Required:* High School diploma or GED.

*Preferred:* One to three years of experience working in an organizational environment and/or



performing relevant tasks.

**Knowledge, Skills, and Abilities**

*Required:* Knowledge of how to use hand, power, and yard tools.  
Background and interest in ‘tinkering’ with small machines, plumbing, cars, carpentry, painting, small repairs, and/or landscaping, etc.  
Basic computer literacy (email, internet).  
Ability to work independently and as a member of a team.  
Positive can-do attitude and willingness to learn and grow.

*Preferred:* Outgoing personality with a good sense of humor.  
Experience with customer service.  
Interest in working with people (especially seniors) of all ages.  
Experience with or capacity to learn MS Office software (e.g., Outlook, Teams, Word).

**Special Qualifications**

*Required:* Driver’s license with careful driving record and capacity to drive ISR van.

*Preferred:* Personal vehicle for use as needed during workday (basic insurance is required, mileage is reimbursable).

**WORKING CONDITIONS & PHYSICAL REQUIREMENTS:**

Substantial physical mobility is required for movement throughout the buildings and across Island County to safely and securely perform the full range of job duties including but not limited to:

- Use of standard office equipment such as computers, telephones, files, copier, and calculator.
- Use of hand, power, and lawn care tools.
- Lifting a minimum of thirty pounds manually (70 pounds with use of handcart).
- Climbing a ladder to roof line or ceiling.
- Working around electricity, toxic maintenance supplies, plumbing, vehicles, and landscaping.
- Driving automatic transmission vehicles without accessibility aids.

The ability to hear and communicate verbally and in writing at a level sufficient to perform the essential functions of the position is also required.

**EMPLOYEE BENEFITS SUMMARY**

Updated January 2022.

Sick Leave  
Vacation Leave  
Health Insurance  
Supplemental Insurance  
Vision Insurance

Dental Insurance  
Life Insurance  
Employee Assistance Program  
Travel Mileage Reimbursement  
Public Service Loan Forgiveness