



United Way  
of Greater Rochester  
and the Finger Lakes

## UNITED WAY OF GREATER ROCHESTER AND THE FINGER LAKES JOB DESCRIPTION

### FACILITIES ASSISTANT

#### Join the team!

United Way of Greater Rochester is a dynamic and collaborative work environment comprised of dedicated professionals who are driven to make our community a better place. Join our team and make an impact serving Greater Rochester with your time and talent.

#### Mission

Our mission is to mobilize the goodwill and resources of our community so that everyone can thrive.

#### Values

Our core values define who we are and how we serve our community. Within our organization and the communities, we serve, we act consistently with *integrity, action, caring, and teamwork*.

#### Culture Statement

We are committed to creating a welcoming environment that embraces, values, respects, and encourages people to show up as their authentic selves to produce their best work. Together we ensure that processes, policies, and practices foster fairness, belonging, and equity that reflect the views and values of all people within all levels of our organization.

#### Benefits

Our benefits package includes health, dental, and vision insurance, a 403(b)-retirement plan, life insurance, flexible spending account, and health savings account. United Way provides 14 paid holidays a year (thirteen days off and two ½ days), and you receive your birthday off. United Way is also pleased to offer two personal days, two volunteer days, 12 sick days, and 3 weeks of vacation per year, all prorated in your first year of employment.

#### How to Apply

A great place to work begins with its **PEOPLE!**

Driven by our mission and a shared set of values, our team of more than 90 talented professionals are dedicated to doing meaningful work in the community.

Come and join the Team! United Way employees enjoy a competitive benefits package including paid time off, health insurance options with a generous employer contribution, retirement benefits with above standard employer contribution, a 37.5-hour work week, and more.

We're looking for people who are self-starters; excel in a collaborative team environment; have a passion for making a difference; and are natural relationship builders with proven success on make lasting connections.

## Summary

The Facilities Assistant performs daily facilities operations responsibilities to assist the Facilities Manager, such as setting up/teardown of meeting rooms, interior cleaning, painting, grounds maintenance, and other general maintenance functions associated with daily use of the facility.

## Essential Functions

- Painting interior/exterior as needed
- Replace interior light bulbs as needed
- Assists in light construction projects (such as taking down and rebuilding walls, replacing ceiling tiles, etc.)
- May clean designated areas after working on a project, including dusting, sweeping, vacuuming, mopping, restroom cleaning, etc.
- Stocks designated areas with supplies
- Set up and teardown meeting rooms as needed
- Assist in maintaining plumbing and lighting systems
- Attend to the building grounds, maintaining a clean, well-kept appearance to entranceways and outdoor areas
- Performs routine visual inspection and general maintenance activities
- Notifies management of deficiencies or needed repairs
- Reviews facility tickets from staff indicating facility requests
- Use United Way vehicle to deliver items to events or area organizations as needed; may make bank deposits and drop off mail to post office
- Follow all health and safety requirements
- Consistently demonstrates the values and mission of United Way
- Performs other duties as assigned

**FLSA CLASSIFICATION:** Non-exempt

**SALARY RANGE:** \$23.00/HOUR – \$25.00/HOUR (BASED ON A 37.5-HOUR WORKWEEK)

**REPORTS TO:** Facilities Manager

**HOURS:** Monday-Friday, 9:30 am-6:00 pm (or 9:30 am – 5:30 pm if 30-minute lunch is taken)

Occasional coverage for Facilities Manager may require the person to work Monday-Friday from 6:00 am – 2:00 pm or 6:00 am – 10:00 am and then 3:00 pm – 7:00 pm if there is snow/ice

**SUPERVISORY RESPONSIBILITY:** None

**TRAVEL:** Local travel may be required on a regular basis

## Education and Experience

High School Diploma or equivalent with 1 year of facilities maintenance experience; or equivalent combination of education and experience.

### **Knowledge, Skills, and Abilities Required**

- Basic computer ability, including navigating the internet, completing an online timecard, Outlook for email, and basic Word (must be able to write basic documents).
- Experience with facilities maintenance including operating shampoo extractor, snowblower and walk-behind lawn mower
- Excellent time management and organizational skills
- Ability to lift to 50lbs without assistance
- Ability to push, pull up to 100lbs without assistance
- Ability to work in a variety of weather conditions
- Must possess a valid New York State driver's license

Interested candidates may [CLICK HERE](#) to apply.

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This job description lists only the responsibilities and qualifications deemed essential to the position in support of the ADA. Reasonable accommodations may be provided to enable individuals with disabilities to perform essential functions. United Way of Greater Rochester and the Finger Lakes is an Equal Opportunity Employer. This policy prohibits discrimination based on sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, gender expression, disability, genetic predisposition, veteran status, or status as a member of any other protected group or activity.