

MEND | Meet Each Need with Dignity

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www.MendPoverty.Org



MEND JOB DESCRIPTION

POSITION TITLE:	Maintenance Technician/Handyman
FSLA STATUS:	Non-Exempt
REPORTS TO:	Chief Operating Officer
LOCATION:	Onsite: Pacoima
WAGE:	\$24.50 hourly rate

MEND-Meet Each Need with Dignity is a nonprofit organization headquartered in Pacoima, CA serving the crisis needs of the most vulnerable community members. Operating the San Fernando Valley's most extensive Community Nourishment Programs, MEND distributes almost 4 million pounds of good food a year. And, in alignment with MEND's mission and long-term commitment to strengthen families and the community, MEND helps individuals address and overcome the long-term challenges that have kept them from thriving through our more intensive services and programs.

JOB SUMMARY: This role entails overseeing both interior and exterior maintenance of the MEND building, along with repairing designated equipment and facilities, which encompass tasks such as plumbing, basic carpentry, and managing various building systems. Reporting directly to the Chief Operating Officer, the position holds a key responsibility in upholding the functionality and aesthetics of our facilities.

ESSENTIAL FUNCTIONS:

1. Performs a wide variety of semi-skilled maintenance duties related to facilities. Duties include routine maintenance of office equipment, painting of facilities, repairing drywall, routine plumbing, preventative maintenance, etc.
2. Conducts thorough assessments to identify furniture and equipment requiring repairs, promptly addressing minor issues as necessary.
3. Troubleshoots issues to determine necessary repairs and report mechanical malfunctions to appropriate vendors for repair.
4. Plans and repairs needed work using building equipment manuals as needed.
5. Performs thorough cleanup/wash down of roof, parking area, and sidewalks ensuring a safe environment.
6. Maintain outdoor grounds, trim trees, bushes.
7. Cleans and assists with upkeep of the facilities to include but not limited to sweeping, mopping, vacuuming, washing windows.
8. Clean and maintain restrooms when cleaning crew is not available.
9. Moves and assists in moving furniture and equipment.
10. Orders supplies and materials needed for repairs and maintenance.

11. Promptly responds to urgent maintenance requests and attends to building emergencies, ensuring swift resolution and minimal disruption.
12. Ensure compliance with health and safety regulations.
13. Other duties as assigned.

QUALIFICATIONS:

- High school diploma or equivalent required
- Comprehensive understanding of general maintenance processes and methods
- Demonstrated maintenance experience (2-3 years required)
- Knowledge of general carpentry and repair
- Experience performing routine maintenance
- Ability to use hand tools and power tools
- Ability to use logic and sound judgment to make decisions.
- Excellent organizational and time management skills
- Prolonged periods standing and walking
- Ability to work independently with minimal supervision at times
- Forklift certification preferred; pallet jack experience preferred
- Basic computer skills, general proficiency in MS Office, Excel, and Outlook.
- Must be physically able to climb ladders, bend, or crawl into awkward spaces
- Must be able to lift up to 40 pounds at a time
- Possession of a valid CA driver's license
- Knowledge of or the ability to learn OSHA safety standards.

TIME COMMITMENT: Full-time; Various factors, such as workloads, operational efficiency, and staffing needs may require variations in your starting and ending times, and total hours worked each day or each week. Will include some evening and weekends and local travel. Must be available for on-call building emergencies after work hours. Priority will be given to candidates that live in close proximity to Pacoima.

All positions contingent on continued funding.

All employees on County-funded programs must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

To apply, please submit a resume to jobs@mendpoverty.org. Position open until filled.

The above statements reflect the essential functions considered necessary to describe the principal content of the job. They are not intended to be a complete statement of all work requirements or duties that may be inherent in the job. MEND is an equal opportunity employer.

MEND, named the 2022 & 2023 Daily News Reader's Choice FAVORITE WORKPLACE, is an equal opportunity employer committed to a diverse and inclusive workforce. We

foster a culture that honors different perspectives, opinions, and backgrounds.
Company culture is at our core.

Culture

- Warm and welcoming environment
- Staff and volunteers have a passion for making the world a better place
- Investment in, care and appreciation for all employees
- Celebrate success together at staff meetings, annual holiday celebration and for outstanding achievements
- Emphasizes personal and professional skill development through quarterly performance appraisals and regular 1:1 meetings with management
- Commitment to program excellence and impact

Core Values

- Excellence in programs, outcomes, and operations
- Informed, holistic approaches through active listening and credible messengers
- Integrity in our actions, building trust in our community and donors
- Transparency and integrity in all we do
- Dignity & respect for those we serve and each other

Benefits

- 100% of basic employee health coverage and life insurance paid for by employer. Dental coverage paid at 50% by employer; Vision coverage paid for by employee. May elect to purchase up to a PPO plan or obtain coverage for eligible family members at their own cost.
- Optional benefits include Flexible Spending Account and AFLAC.
- Employee Assistance Program (EAP) available providing 24-hour confidential hotline for employees to help find balance, address personal concerns, and assist with day-to-day challenges.
- 10 days of sick leave granted annually; ability to carry over up to 70 hours of unused sick time.
- MEND provides vacation benefits to all full-time and part-time employees for the purpose of giving them a period of rest and relaxation away from work with pay. New employees accrue vacation at a rate of 2 weeks per year.
- Option to participate in employer sponsored 403B retirement plan.
- 11 paid days off: 9 holidays, 2 personal days (birthday and work anniversary).
- Compelling work culture and values.