



OPERATION GRATITUDE Position Description

JOB TITLE:	Manager, Facilities and Safety
DEPARTMENT:	Operations
REPORTS TO:	Chief Operating Officer
LOCATION:	Los Angeles (Chatsworth), CA

MISSION + VISION:

Mission: Our mission is to honor the service of our military and first responders by creating opportunities to say thank you

Vision: We are focused on a future where all who serve believe the American people care

THE OPPORTUNITY:

Reporting to the Director of Logistics, the Facilities and Safety Manager is responsible for the building and equipment maintenance for facilities supporting a national volunteer non-profit organization. This multifaceted role requires someone with meticulous organizational, administrative and time management skills combined with strong communications and relationship management skills, eager to work with and support Operation Gratitude volunteers.

KEY RESPONSIBILITIES:

- Maintain physical conditions of all organizational facilities, grounds, and equipment including warehouse, headquarters office spaces, company vehicles, and warehouse equipment.
- Manage building and equipment maintenance schedules and coordinate response for urgent maintenance calls. Coordinate for preventative maintenance, required repair, testing, for all organizational equipment used by the staff and volunteers. Coordinate life cycle replacement plan for equipment as required
- Develop, implement, and supervise the organizational safety programs and activities, including a special focus on warehouse safety. Maintain safe and clean work environment by educating and directing personnel on the use of all equipment and resources
- Ensure physical security and emergency preparedness procedures are documented, implemented, and rehearsed
- Maintain operational and storage areas by organizing floor space, adhering to structure design principles, and providing recommendations for improvement. Manage maintenance contracts for a variety of equipment including but not limited to telecommunications, office equipment, security, and climate control systems
- Liaising with vendors and suppliers on behalf of the Operation Gratitude leadership
- Documenting processes and keeping maintenance records
- Monitor maintenance budget spending
- Supervise the loading/unloading of trucks during deliveries and deliveries and take proactive measures against warehouse losses

- Prepare operational schedules and assist with the coordination of volunteer activities
- Monitor inventory of essential office, production, and shipping materials to always ensure adequate supplies, and submit requisitions for resupply as needed
- Manage the orderliness, hygiene, and sanitary conditions of the facility, to include trash removal, pest control and recycling programs
- Assist the Director of Logistics as required; other duties as assigned

QUALIFICATIONS AND EXPERIENCE:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or equivalent; BA in facility management is desirable
- Minimum of 2 years of experience in facility management, project management, or real estate management.
- Strong project management skills and knowledge of maintenance planning and scheduling.
- Knowledge of federal OSHA, EPA, and applicable state building safety regulations
- Excellent customer service and communication skills. Sensitive to the unique requirements of working with predominantly volunteers
- Proficient and comfortable with computers and familiarity with MS Office programs in Excel and Word, Salesforce, and asset management software
- Knowledge and understanding of 5S principles to train and implement 5S principles throughout the organization.
- Forklift certified (or ability to become certified within 30 days of employment)
- Able to lift 50-pound boxes
- Personable: comfortable dealing with many diverse people of all ages, from 13 to 100+ years, and sensitive to the unique requirements of working in a predominantly volunteer workforce
- References: Two employment; One personal
- Military Veterans are encouraged to apply

SALARY RANGE IS HIGHLY COMPETITIVE (\$60,000-\$80,000 DOE) AND COMMENSURATE WITH QUALIFICATIONS AND EXPERIENCE. A comprehensive benefits package will be offered.

Location: Remote

Operation Gratitude is an equal opportunity employer

For more information about Operation Gratitude, please visit www.operationgratitude.com

To apply, please email your resume and cover letter to resumes@operationgratitude.com