

**WOMANHAVEN, A
CENTER FOR FAMILY SOLUTIONS**

Department: Operations	Location: Operations
Job Title: Operations Assistant	Salary Range: \$13.00 hour
Reports To: Systems Administrator	Title:
Type of position: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	Hours <u>16-20</u> / week <input type="checkbox"/> Exempt Position <input checked="" type="checkbox"/> Non-Exempt Position

Summary: Agency Overview: WomanHaven operates a Center Against Domestic Violence and Non-Profit Thrift Store. This is a position performing maintenance duties at the Operations Department.

Maintenance position-responsibilities

Will perform routine maintenance duties at Shelters such as: lawn care, weed abatement, and trash removal. This person will perform minor repairs as needed such as minor plumbing, carpentry work, painting, replacing door knobs, window blinds and light bulbs. These duties are examples and other like duties will be expected to be performed. All work is to be done in a workmanship and high quality fashion. Weekly inspections will be conducted to identify items that need repair. This person will have working knowledge of hand and power tools and will be expected to follow industry safety standards. Facility Maintenance responsibilities include maintaining and repairing physical structures of 3 shelters, 7 unit apartment building and maintain grounds.

ESSENTIAL FUNCTIONS:

- 1) Help to maintain and clean a well-organized store and facilitate a safe and secure working and shopping environment
- 2) Perform daily maintenance tasks to maintain cleanliness throughout the job sites.
- 3) Adhere to all Company policies, procedures and practices including safe lifting and moving techniques.
- 4) Perform and document daily maintenance inspection of company vehicles.
- 5) Maintain and update vehicle driving records, this includes identifying vehicles that are due for routine service
- 6) Job requires heavy lifting, use of ladders and step-stools, and knowledge of basic mechanical skills and tools.

OTHER RESPONSIBILITIES:

N/A

SUPERVISORY RESPONSIBILITIES:

N/A

INTERNAL/EXTERNAL RELATIONSHIPS:

- 1) Ability to build a broad working relationship with staff, donors, and customers.

**EDUCATION,KNOWLEDGE,SKILLS, ABILITIES, AND EXPERIENCE
REQUIRED (R) /PREFERRED (P):**

- 1) A High school diploma or GED equivalent is preferred. **(P)**
- 2) Bilingual (English and Spanish) required. **(R)**

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- 3) Strong ability to multi-task and make critical decisions without a supervisor present. **(R)**
- 4) Learn and interpret policies relating to the store operation. **(R)**
- 5) Communicate effectively with fellow workers, staff and customers. **(R)**
- 6) Ability to read, count and write to accurately complete all documentation. **(R)**
- 7) Ability to work varied hours/days as business dictates.**(R)**

LICENSES AND CERTIFICATES:

- 1) Must possess a valid California driver's license/minimum vehicle insurance required by law and maintained throughout the duration of employment.

PHYSICAL REQUIREMENTS:

- 1) Frequent walking and standing
- 2) Frequent bending and lifting and occasional climbing of a ladder
- 3) Frequent handling of merchandise and equipment
- 4) Frequent and proper lifting of up to 50lbs: occasional lifting of up to 100lbs

HIRING REQUIREMENTS:

- 1) Must be able to obtain background and drug test clearance.
- 2) Must possess a valid California driver's license/minimum vehicle insurance required by law and maintained throughout the duration of employment. Please note: Upon job offering a current California driver's license and a driving record acceptable to the Agency's insurance carrier is required.
- 3) Own reliable transportation is required.