



Job Title: Life Center Facilities/Building Safety
Reports To: Life Center Manager

FLSA: Hourly / Non-Exempt
Full Time: 32 hours/week (\$17-18 DOE)

Organization

Founded in 1961, House of Neighborly Service assists and advocates for people challenged by the effects of poverty or situational crisis by providing basic need services. The Life Center, founded in 2016, is home to non-profit ministries and organizations collaboratively working to strengthen families, change lives, and positively impact the community.

Overview:

Facilities of the Life Center, owned and operated by House of Neighborly Service, is responsible to provide day to day maintenance as well as scheduling of necessary maintenance for the Life Center, a 62,500 square foot facility. The Facilities team reports directly to the Life Center Manager and the Executive Director.

Responsibilities for Facilities:

- Maintain use and function of Life Center tenant physical space and other rentable space.
- Logistics and operations for Special Projects, i.e. landscaping, lighting, etc.
- Logistical set up and take down for Life Center events and meetings.
- Life Center signage – internal and external.
- Maintain Life Center and HNS assets, including HNS vehicles.
- Coordinate donation pick-ups and drop-offs with HNS program managers.

Building Operations

- Building operations and maintenance, including plumbing, electrical, painting, locks/doors, elevator testing, furniture/office moves, etc.
- Work with the Life Center Manager on projects and construction coordination.
- Event preparation: administration of shared resource and room use, conduct training for A/V usage when needed.
- Work with the Life Center Manager with contracted services.
 - Cleaning, trash/recycle, HVAC, pest control, construction, landscaping, snow removal, etc.
- Be a liaison with the Life Center vendors and completions of system/certification notices, including:
 - HVAC/Electrician/Parking Lot/Fire and Safety inspections/Elevator Inspections and Certifications/Contractors (phase 3 building out).
 - City of Loveland irrigation blowout inspection, backflow fire riser, backflow fire sprinklers.
 - Security cameras, panic buttons, door security, etc. through contracted security company.
- Trash and recycle dumpster zone ensuring bins are locked and area is clean.

Responsibilities for Building Safety:

- Reduce and deter external disturbances, including, but not limited to loitering/solicitations/panhandling through means of floor surveillance and monitoring closed circuit camera systems.
- Develop positive work relationships with local law enforcement agencies.
- Conduct successful non-confrontation interactions with external or internal visitors to the Life Center.

EQUAL EMPLOYMENT OPPORTUNITY

House of Neighborly Service (HNS) is dedicated to the principles of equal employment opportunity to all individuals based on job related qualifications and ability to perform a job, without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, marital status, genetic information, or any other applicable status protected by state or local law. In addition, HNS will provide reasonable accommodations for qualified individuals when appropriate.

- Assist the leadership team in enforcing all policies and procedures.
- Create a safe working and client experience environment by completing daily/weekly/monthly safety facility evaluations.
- Ability to define problems, collect data and establish facts through proper investigations.

Requirements:

- Commitment to fulfill the mission of the Life Center, and ultimately the mission of House of Neighborly Service, and positively represent the brands both internally and externally.
- Commercial building knowledge preferred, including HVAC, electrical, plumbing, locks/doors, flooring, blueprints, etc.
- Basic construction and installation skills.
- Demonstrates strong communication, organization, attention to detail, and problem-solving skills.
- Be professional in appearance and attitude, contribute to a positive team atmosphere, and treat others with respect and consideration while following HNS policies and procedures.
- Ability to work assigned schedules which may include varied hours, evenings, weekends and holidays.
- Ability to systematically complete various tasks with minimal supervision.
- Able to reach, balance, walk, crawl, stoop, kneel, crouch, and climb up and down a ladder.
- **Heavy work** – Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Culture

- Approach daily tasks, projects, and follow-up communication with energy and thoroughness.
- Show respect and appreciation for others, including HNS, Life Center tenants, partners/guest, volunteers, and clients.
- Arrive to work and meetings on time.

Servant Leadership

- Genuine interest and action in helping others.

Teach-ability

- Consistent eagerness to learn, listen, apply knowledge and accept feedback.

Dress Code

- Meets HNS dress and grooming expectation in support of professional, clean and welcoming environments tenants, volunteers, and co-workers.

Efficiency

- Demonstrate pride and ownership of their work while meeting expected deadlines.

Staff

Date

Human Resources

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