



[www.breakthroughministries.com](http://www.breakthroughministries.com)

**Position Description:** Facilities Coordinator (Full Time, with benefits)

**Accountable to:** Director of Administration

**Breakthrough Mission**

Breakthrough Urban Ministries demonstrates the compassion of Christ by providing neighborhood-based holistic services that empower individuals, families and urban communities to overcome poverty, addiction and isolation.

**Position Summary:**

The Facilities Coordinator will work to insure that Breakthrough facilities, building equipment, grounds, and vehicles are well maintained and kept in good repair.

**Key Responsibilities:**

***Janitorial:***

- Monitor each facility on a daily basis
- Train Breakthrough staff, guests, and Earnfare employees in proper procedures for cleaning the facilities
- Maintain an inventory of cleaning equipment and supplies, and ordering supplies as needed
- Monitor contracts with any outside vendors for janitorial needs, recommending changes in vendors as needed and reviewing proposals for new services
- Perform janitorial services as needed

***Building Maintenance:***

- Perform weekly inspections of facilities and building equipment
- Oversee all contracts with outside vendors for building systems including, but not limited to, heating-ventilation-air conditioning, fire safety, plumbing, and structural repairs.
- Determine priorities for the enhancement, repair and modification of building facilities and equipment; develop plans for enhancement as well as ongoing and preventive maintenance. Solicit proposals and/or bids from service providers where appropriate and make recommendations for optimal selection.
- Perform basic, cosmetic repairs of building as needed.
- Draft building maintenance and safety procedures as applicable

***Grounds Maintenance:***

- Train Breakthrough guests and Earnfare employees in proper maintenance of grounds, including plant watering, snow removal and lawn maintenance.
- Perform grounds maintenance responsibilities as needed to insure that grounds are well kept – including removal of snow by 9 a.m. during winter months.
- Solicit proposals and/or bids from alternative service providers where appropriate and make recommendations for optimal selection.

***Vehicle Maintenance:***

- Perform weekly inspections of Breakthrough vehicles to insure that they are in safe working condition.
- Maintain a maintenance log and preventative maintenance schedule for each vehicle.
- Help assess vehicle needs and oversee repairs of vehicles as needed.

**Position Qualifications:**

- High School Diploma or GED
- 3-5 years prior experience in facilities management
- Demonstrates initiative and follow-through
- Excellent people skills
- Good organizational and time-management skills
- Flexibility and team-oriented

**To Apply**

Please mail, fax or email a cover letter and resume to John Smith, Director of Administration  
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Fax: 773.722.1434  
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