

Ronald McDonald House of Dallas Job Description

TITLE: Facilities Assistant

REPORTS TO: Building Operations Manager

CLASSIFICATION: Non-Exempt

WORK HOURS: Tuesday-Saturday, 9:00 a.m. to 5:00 p.m. Additional hours will be required outside of normal business hours or as set forth by the demands of the position, up to and including evenings, weekends, and holidays. May be placed on-call to work extended hours, as required by Management or facility need. Days of the week may be subject to change due to the needs of the house.

SUMMARY: The primary responsibility of the Facilities Assistant is facility repairs and maintenance and heavy housekeeping. The Facilities Assistant is knowledgeable of the mission, goals, and objectives of the Ronald McDonald House of Dallas (RMHD) and ensures that all RMHD policies and procedures are appropriately implemented.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Monitors the facility and grounds for repairs and maintenance.
- Reviews all maintenance request forms and coordinates completion of minor tasks with Building Operations Manager
- Performs all repair and maintenance tasks as assigned by Lead Family Services Manager.
- Coordinates completion or performs heavy housekeeping tasks.
- Works collaboratively with Building Operations Manager to coordinate vendors to complete all major repairs and maintenance.
- Coordinates all routine maintenance of RMHD vehicles.
- Handles van runs in absence of volunteers or other staff.
- Runs errands for RMHD.
- **Other duties as directed by supervisor, administrator in-charge, or CEO.**

PHYSICAL DEMANDS:

- The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee is regularly required to walk, sit, and stand; use hands to finger manipulation, handle, feel, reach with arms and hands, and talk or hear.
- The employee may be required to lift heavy objects up to 50 pounds.
- The vision requirements include close, distance, peripheral, and depth perception.

October 2023