



New Endeavors by Women

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Job Title: Facility Manager
Date Developed: February 2018
Division: Operations
Program: New Transitions and New Journeys
Classification: Exempt Full Time/In Person

PURPOSE OF POSITION: The incumbent is responsible for managing facility operations support to the programs located at 611 N Street Facility

RESPONSIBLE TO: Executive Director

SUMMARY OF DUTIES: Responsibilities to include but not limited to the following:

- Manages and oversees the operations and maintenance of the building, building systems and equipment.
- Supervises and evaluates the performance of the housekeeping staff, cleaning contractor, receptionists and food service coordinator.
- Manages front desk reception and ensures incoming calls are handled and routed appropriately.
- Oversees security measures to ensure accurate resident check in, check out so staff are aware of who is in the facility.
- Works with vendors, ensures the facility is well maintained, remains in good repair, and operates in accordance with government regulations.
- Reports maintenance concerns to the Department of General Services (DGS) and provides follow up as necessary until concern is satisfactorily addressed.
- Conducts weekly building inspections to check for repair needs.
- Ensures building is cleaned daily and maintained in a clean and sanitary fashion.
- Ensures routine building maintenance is performed as required.
- Responds to emergency building maintenance concerns and ensures appropriate personnel within DGS is contacted.
- Coordinates maintenance and repair needs for 1242 Florida Ave, NE. Conducts monthly inspections of the property.
- Conducts fire drills, completes and submits required documentation in a timely manner
- Ensures equipment owned and operated by NEBW is maintained in good condition, under warranty/service contract as appropriate, and plans for timely replacements.



- Maintains inventories of equipment, food and food service supplies, office supplies and cleaning agents.
- Ensures an adequate inventory of food and household supplies is maintained at all times, including food and supply requirements for emergencies.
- Orders and distributes supplies for all NEBW offices.
- Maintains a Food Handler Certification and ensures the Food Service Coordinator's certification remains current.
- Ensures food is prepared according to food handling safety protocols.
- Ensures food served is nutritious and follows dietary guidelines.
- Ensures kitchen is maintained in a clean, safe and sanitary fashion.
- Coordinates with IT contractor to ensure systems and equipment are maintained and operate efficiently. Orders new equipment when necessary.
- Attends all required meetings and training.
- Has on call responsibilities for maintenance and other facility emergencies.
- Serves as a role model for residents by demonstrating good work ethics.
- Perform other duties as assigned.

SUPERVISORY DUTIES: Supervises the Housekeeper, Food Service Coordinator, Receptionists

WORKING RELATIONSHIPS: Regular internal contact with NEBW staff well as regular contact with other agencies, contractors, and vendors.

KNOWLEDGE AND SKILLS:

Education: Bachelor's degree in a related field is preferred

Experience: Minimum of three years management

Knowledge/Skills: Strong communication, organizational and interpersonal skills

Food Handlers Certificate and have a general knowledge of proper nutrition

Types 40-45 WPM

General knowledge of household cleaning agents

Work Environment/
Physical Demands:

- Sustained concentration
- Frequent interruptions

- Ability to navigate steps
 - Moderate noise level
 - Occasional travel between sites and for outside meetings
 - Considerable sitting, very light lifting, bending, walking
 - Moderate eye strain
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Employee Signature and Date: _____