

Two-Site Facility Operations Manager

Feast of Justice is seeking to hire a motivated and knowledgeable individual to fill the position of Facility Operations Manager for our 2 Northeast Philadelphia locations.

Locations: Mayfair: 3101 Tyson Ave, Phila, PA 19149
 Oxford Circle: Northeast Services Hub, 6434 Castor Ave, Phila, PA 19149

About Us: Feast of Justice is a charitable, faith-based nonprofit organization whose mission is addressing hunger, meeting needs, and inspiring hope as we work toward abundant justice in Northeast Philadelphia and beyond. Our primary location for 16 years has been in Mayfair, but we have recently partnered with several other local agencies to create the Northeast Services Hub—a conglomerate site to provide extended, wraparound services to our community—in Oxford Circle, opened in April 2023.

Position Description: The facility operations manager will ensure that each facility is suitable for the program participants and staff for day-to-day operation. This position requires a person who has the ability to perform duties that include more practical and hands-on tasks, is responsible, highly motivated, committed, self-disciplined, and a self-starter. The ideal candidate for this job is analytical, organized, creative, and has the ability to communicate with internal and external personnel at all levels.

Job Duties:

- Ensure facilities are in proper working order and available for use.
- Maintain physical space, ensuring a clean and functional environment. Ensure safety standards are followed throughout facility.
- Act as liaison with any outside contractors needed to resolve specialized problems.
- Draft and implement preventive maintenance schedules for buildings and equipment.
- Maintain inventory of supplies and manages Hub shared supply room; reorder as needed.
- Direct and plan essential central services such as security, maintenance, cleaning, waste management, disposal, and recycling for the facilities.
- Manage the maintenance of buildings and grounds, and ensure that the sites meet health and safety requirements. Oversee the functioning of building systems, including mechanical, electrical, HVAC, and fire/life safety.
- Check that staff or contractors completed agreed work satisfactorily and follow up on any deficiencies before authorizing payment.
- Respond appropriately to emergencies or urgent issues as they arise.
- Manage space usage of Northeast Services Hub including monitoring of room booking software.
- Coordinate ad hoc site users for Northeast Services Hub. Is point person for inquiries for space sharing
- Basic bookkeeping roles for both locations, including invoicing and collecting payment from site partners and ad hoc users of Northeast Services Hub and processing bill payments for both locations as needed, in conjunction with our bookkeeper.

- Oversees reception of Hub up to 2 days/week.
- Assists with intake process of referred guests to Feast of Justice
- Assists with weekly set up of food distribution space and acts as the manager on duty during food distributions.
- Performs basic maintenance as needed (e.g. toilet plunging) and contacts repair services when additional maintenance is needed.
- Maintains the cleanliness of the exterior of the building

Position details:

- Full time, 5 days/week: Oxford Circle 3 days, Mayfair 2 days
- Evening and weekend rotating availability
- Some on-call coverage as needed

Skills required:

- Commitment to the mission and vision of Feast of Justice
- Experience working with underserved and low-income populations.
- Demonstrates understanding of diversity and cultural issues.
- Multi-lingual skills are preferred.
- Experience working with volunteers.
- Ability to work collaboratively as well as independently.
- Experience with basic light maintenance.
- Can lift up to 40 lbs. Can stand for extended periods of time.
- Basic computer skills are required, with preferred experience with Google suite, scheduling, and CRM software.
- Ability to pass full background clearance.

Benefits:

- Flexible scheduling
- Unlimited sick time
- 11 paid federal holidays, additional paid closures, 2 weeks personal leave
- \$1500 annual health expense benefit for those who qualify
- Education benefits after one year

Reports to: Feast of Justice Executive Director

Salary Range: \$38000 - \$42000

To apply, submit a resume to the Hiring Manager at [hiring@feastofjustice.org](mailto: hiring@feastofjustice.org), along with a list of 2 professional references. The position will be filled as soon as the ideal individual is identified.

Feast of Justice is an Equal Opportunity Employer.