



Humane Society of Northeast Georgia
845 West Ridge Road, Gainesville, GA, 770-532-6617, www.HSNEGA.org

POSITION: Facilities Coordinator
REPORTS TO: Operations Director
HOURS: 40 hours weekly, Typically Mon-Friday 730am-400pm
BENEFITS: Health and dental insurance; paid vacation, holidays, and sick

SCOPE OF POSITION

General Duties:

- Ensure that all building areas are kept clean and in proper working order
- Follow Operational Checklist for daily/weekly/monthly/Quarterly and yearly tasks
- Oversee/Supervise Community Service workers and use them to ensure operational tasks are complete
- Assists with training and supervision community service workers
- Ability to work independently and consistently produce results with little supervision
- Maintain a high degree of honesty and integrity

Other Duties:

- Ensures the cleanliness and organization of assigned work area including daily removal of trash and clutter and restocking of supplies.
- Reports any broken or damaged equipment in a timely manner.
- Assists with general cleaning as needed.

Physical Requirements and Work Environment:

- Skilled In providing light maintenance
- Consistently exposed to animals/animal allergens under conditions with limited alternatives available.
- Must be able to deal with an often fast paced and changing workload which at times can be stressful.

Knowledge, Skills and Abilities

- High school or equivalent
- General Light Handy man experience preferred
- Excellent customer service, time management, and communication skills.
- Ability to multi-task in an extremely fast-paced environment.
- Valid driver's license and a good driving record.
- Must be able to lift and carry 50 pounds safely.
- Demonstrated ability to apply good judgment in making decisions in accordance with organizational policies and procedures and to handle emergencies, think critically and act accordingly.