

# Coop Job Opening: Receiving Coordinator-Facility Repairs

The Coop is hiring a Facilities Repairs Receiving Coordinator responsible for hands-on repairs, coordination and supervision of activities related to the maintenance, repair, cleaning and improvement of the Coop's equipment and physical plant. This full-time position demands knowledge of building systems and the ability to coordinate and work well with a wide range of trades people, staff and members.

## Areas of Responsibility:

### Repairs and Improvements

- Maintain the Coop's physical plant and equipment through hands-on repairs and coordination of member and contractor labor
- Identify and respond promptly to needed repairs, communicate with affected staff
- Develop a regular schedule for building, systems and equipment inspection to ensure optimal function and condition
- Innovate new ways to use member labor to make light repairs to the Coop
- Participate in renovation projects

### Contractor Relations

- Communicate and manage Coop's relationships with outside service providers, Initiate and track service calls
- Oversee work of refrigeration mechanics, electricians, plumbers, HVAC, waste management, fire suppression and general contractors
- Communicate and document status of jobs for continuation later in day until completion

### Shared Responsibilities

- **Member of Coop Facilities Maintenance and Repairs Team supervised by a General Coordinator:**

Reliability, working well with others, follow through, excellent communication and documentation required

- **Safety:** Respond rapidly to reports of potentially unsafe conditions and maintain a safe working environment

- **Maintenance Squads:**

Work in cooperation with other staff to train and communicate best practices to maintenance squads

Help develop a cleaning schedule for all areas of the Coop

Maintain all refrigerated and freezer cases and boxes

- **Tracking Systems:**

Develop and maintain a shared system of tracking repair requests and service calls

Communicate about ongoing jobs, their current status or completion

Develop and maintain an organized system of tracking tools

- **Tool Shed:** Maintain an organized shed so that all staff can easily access what they need

- **Pest Control:** Work in cooperation with other paid staff to coordinate Coop's pest control program

- **Waste Management and Recycling:** Improve the Coop's handling of waste and recyclables

- **Receiving Coordinator Responsibilities as needed:** Communicate with Squad Leaders and squads about priorities. Train working members how to stock and complete projects. Facilitate and supervise the continual stocking of the store. Participate in deliveries. Answer members' questions.

## Requirements:

### Demonstrated experience in several of the following:

- Electrical including circuits, lighting, and small motors
- Plumbing including copper pipes, pvc pipes, bathroom fixtures, and pumps
- Carpentry including building repairs and painting
- Mechanical duties including product assembly and installations
- Interfacing and sourcing contractors, materials and supplies
- Keeping maintenance records, planning maintenance schedules and documenting procedure
- Ability to delegate, oversee work and give feedback.

### The ideal candidate will:

- Enjoy working with people and crowds
- Be an excellent team player with strong communication skills
- Have ability to teach, explain procedures, give feedback
- Be able to evaluate Coop needs, prioritize tasks and delegate work
- Comfort with Macs and online tracking software a plus

**Wages:** \$28.12/hour

**Hours:** 38-40 hours, Monday-Friday. Starting between 8 and 10 a.m. Some prescheduled Sunday evenings to cover absences and perform improvements; work days are flexible those weeks.

**Benefits:** A generous package including but not limited to: 3 weeks vacation, 11 Health/Personal days, health insurance with no payroll deduction, and a defined benefit pension plan.

**Prerequisite:** Must be current member of Park Slope Food Coop for at least 6 months immediately prior to application.

**Applicants must be able to:** Lift up to 50 pounds. Reach, crouch, bend, stand, climb stairs and work for hours in walk-in coolers and freezers. Work with and around common allergens including nuts and dust. Work in noisy, hectic surroundings. Work during holidays, the Coop's busiest times.

### How to apply:

We encourage candidates to work Sunday afternoon Receiving shift. Introduce yourself to one of the Receiving Coordinators.

Attach resume and cover letter as a single document at the link: <http://bit.do/receivingrepair>

Applicants will receive acknowledgment of application via email. Do not call the Membership Office to check on the status of application. Applications will be reviewed on a rolling basis until position is filled. If you applied to a previous Coop job offering, please re-submit your materials.

**We are seeking an applicant pool that reflects the diversity of the Coop's membership.**