

Facilities Supervisor

The Community FoodBank of NJ is looking for a Facilities Supervisor to join our Facilities Team. This role will report directly to the Facilities Manager and is located in the Hillside, NJ office. The person in this role will be responsible for the daily planning, organization, implementation and direction for the overall operation of CFBNJ housekeeping/maintenance and facility set-ups while supervising 5-7 direct reporting staff. This will include hiring and training new staff; setting associate goals and objectives; developing staff to maximize potential; and monitoring staff performance including performance reviews.

Key Responsibilities

- Maintain the care and use of supplies, equipment, etc. and the overall appearance of the maintenance areas.
- Perform regular inspections of the property and grounds for proper sanitation, safety and proper performance of assigned duties.
- Ensure that maintenance and housekeeping staff follow established safety regulations in the use of equipment and supplies at all times.
- Inspect storage rooms, utility and janitorial closets, etc., for proper upkeep and supply control.
- Performs regular pest control checks and audits of procedures according to CFBNJ standards; completes pest control logs.
- Requisition all maintenance supplies and equipment and maintains adequate inventory levels to provide a clean, safe and comfortable environment.
- Communicate with other supervisors to adequately plan for Housekeeping services and activities.
- Coordinate and monitor company events and room set-ups and responds to associate requests promptly and according to policies.
- Arrange furniture and equipment moves as necessary.
- Assists the Facilities Manager with the design, planning, construction and maintenance of equipment, machinery, buildings and other facilities.
- Manage the preventative maintenance and reactive repair of skilled trades, e.g., HVAC, plumbing, electrical, utilities, plans, budgets and schedule facility modifications including estimates on equipment, labor materials and other related costs.

The ideal candidate will have at least 3-5 years of supervisory experience in facilities management. HVAC/R Certification and/or Black Seal Certification is a plus along with a strong mechanical aptitude (including plumbing), and working knowledge of electrical and mechanical systems with the ability to read building schematics.

High School Diploma or equivalent is required, along with critical thinking skills, a positive, can-do attitude, excellent communication and interpersonal skills, and a high degree of self-motivation.

Qualified candidates should send a resume to facilitiesjob@cfbnj.org.