

HOSPITALITY HOUSE

JOB ANNOUNCEMENT

TITLE:	Handyman and Maintenance Coordinator
REPORTS TO:	Operations Manager
COMPENSATION:	Depending on Experience, plus generous benefits
STATUS:	Fulltime, exempt, non-union position
DEADLINE:	<u>Open until filled.</u>

ORGANIZATION DESCRIPTION:

Founded in 1967, Hospitality House is a progressive, community-based organization located in the heart of San Francisco. We provide opportunities and resources for homeless and other low-income neighborhood residents to rebuild their lives, celebrate creativity, and strengthen community. Hospitality House builds community strength by advocating policies and rendering services that foster self-sufficiency, cultural enrichment, and community belonging. We use a peer-based approach grounded in harm reduction principles, and encourage active participation by community members in various levels of decision-making throughout the agency.

Hospitality House has six programs. The Tenderloin Self-Help Center and Sixth Street Self-Help Center are behavioral health-based community centers that provide emergency and support services using a low-threshold, peer-based, self-help model. Together, these centers reach thousands of community residents every year. The Shelter Program now includes a 65-room Shelter-In-Place hotel that builds and fosters a thriving community among persons previously experiencing homelessness, and helps residents improve their quality of life. The Community Arts Program is the City's only free fine arts studio for low-income artists, where all can hone their artistic talents, through open studio hours, skills workshops, ceramics and silk-screening classes, and gallery space for artists to exhibit and sell their work – and keep 100% of the proceeds. The Community Building Program includes a volunteer training program, civic engagement activities, and the Healing, Organizing & Leadership Development Program, a peer-based community organizing program for community residents affected by trauma. The Employment Program offers job readiness services, employment and training resources, and vocational and job search support through two neighborhood-based employment resource centers. All programs provide a range of individual support, community resources, and employment and housing opportunities for people to achieve stability, self-sufficiency and community connection.

POSITION DESCRIPTION:

IMPORTANT: *Please detail your experience with light plumbing, electrical, carpentry, painting, spackling, and other maintenance work in your resume and/or cover letter.*

The Handyman and Maintenance Coordinator is responsible for ensuring the working order and physical appearance of the organization's facilities and outdoor areas. This includes daily repairs and maintenance within the facilities and assurance that all equipment and fixtures are in good working order. The Handyman and Maintenance Coordinator will make minor carpentry, electrical, mechanical, HVAC and plumbing repairs, assemble and repair furniture, and perform other maintenance work (painting, spackling, etc.) as needed. When necessary, the Handyman and Maintenance Coordinator will arrange for the contracting of necessary major repairs, with the approval of the Operations Manager. The Handyman and Maintenance Coordinator will evaluate the safety concerns within the facilities, including steps/handrails, corridors/walkways, smoke/fire extinguishers, fire escapes, exit signs, etc. and assist the Operations Manager with preparing for and responding to inspections. In addition, s/he will be responsible for maintaining an inventory of supplies and for arranging routine delivery of necessary supplies to agency facilities. The Handyman and Maintenance Coordinator supervises all substitute janitors and may cover janitorial duties when needed.

QUALIFICATIONS:

- At least 3 years experience as a handyman with a comprehensive knowledge of relevant tools and materials and their applications.
- Prior experience with performing minor electrical, plumbing, HVAC, and mechanical repairs, as well as painting and spackling, and assuring that equipment and fixtures are in good working condition. Knowledge of basic repair procedures.
- Ability to physically perform necessary maintenance duties; ability to lift 30 pounds.
- Excellent documentation, coordination, and organizational skills.
- Must be reliable, able to multi-task, attentive to detail, patient and conscientious.
- Previous personal experience with poverty, homelessness, mental illness, and/or substance use issues preferred.
- Professional, hospitable demeanor and commitment to treating participants with the utmost dignity and respect.
- Ability to maintain professional relationships with staff, community residents, and guests of the agency.
- Ability to work a flexible schedule.

RESUME, COVER LETTER & SALARY REQUIREMENTS TO:

Please email your resume and cover letter to personnel@hospitalityhouse.org, or mail them to us at:

Hospitality House/Maintenance Coordinator Search
290 Turk Street
San Francisco, CA 94102

Please specify the position for which you are applying. Please NO PHONE CALLS or VISITS.

Hospitality House is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religious creed, color, age, sex, gender, sexual orientation, gender identity, national origin, religion, marital status, medical condition as defined under State law, disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, state, and/or local laws and ordinances. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.