



**Job Title: Facilities Manager**

**Reports to:** Orcas Food Co-op Senior Leadership Team

**FLSA Status:** Nonexempt (20 hours/week average, flexible hours)

**Starting Wage:** \$26.75 - \$32.50

**Position Overview**

The Orcas Food Co-op's Facilities Manager ensures that all physical infrastructure, utilities, equipment, and grounds are maintained to standards established by the Orcas Food Co-op Leadership Team. The ideal candidate has at least a basic understanding of mechanical, electrical, and structural systems and is comfortable responding to after-hours calls to minimize disruptions and downtime.

The Facilities Manager is responsible for keeping the Co-op's facilities safe, efficient, and welcoming for staff, members, and the broader community. This position works closely with senior management and other department leads to uphold the Co-op's mission, maintain smooth operations, and deliver an exceptional experience for everyone who enters our spaces.

By stepping into this position, you become a Co-op Culture Keeper: an ambassador of our cooperative spirit who models integrity, upholds Co-op policies, and fosters a positive work environment. You are expected to represent management decisions as "One Voice," communicate effectively across departments, and address challenges promptly and professionally.

**Key Responsibilities**

**1. Building Maintenance**

- a. Maintain physical buildings (interior and exterior) leased by the Co-op in accordance with lease obligations.
- b. Liaise with landlords and address landlord-related issues in a timely manner.

**2. Utilities Coordination**

- a. Coordinate the resolution of issues related to utility services (plumbing, electrical, propane, phone, internet) in a timely manner, maintaining up-to-date contact lists for all service providers.



- b. Oversee generator setup, usage, and Standard Operating Procedures (SOPs).

### **3. Equipment Oversight**

- a. Coordinate cleaning, maintenance, repair, and de-icing tasks for all equipment (refrigeration, kitchen equipment, vehicles, and other machinery).
- b. Monitor and respond to facility alerts (temperature alarms, security breaches, mechanical failures).
- c. Serve as the Key Mechanical liaison, ensuring correct operation of refrigeration.

### **4. Cleaning & Janitorial Services**

- a. Supervise regular cleaning and janitorial tasks, establishing routines and quality checks.
- b. Collaborate with cleaning staff or external contractors to address special cleaning needs.

### **5. Landscaping & Groundskeeping**

- a. Coordinate with landscaping contractors, ensuring that outdoor areas remain safe, clean, and visually appealing.
- b. Oversee seasonal duties (snow removal, de-icing, etc.) and ensure walkways and parking areas are well-maintained.

### **6. Security & Safety**

- a. Oversee the security of all facilities, including access control and alarm systems.
- b. Coordinate regular fire safety inspections and follow up on corrective actions.
- c. Conduct or coordinate safety inspections to maintain regulatory compliance (OSHA, local codes, fire marshal requirements).

### **7. Emergency Systems and After-Hours On-Call**

- a. Develop and maintain an emergency facilities plan.
- b. Ensure that emergency systems are in place and that management and staff have the necessary information and training to effectively respond to emergencies.
- c. Serve as the primary point of contact for facility-related emergencies outside normal business hours.
- d. Respond promptly to mitigate damage and restore normal operations.

### **8. Other Duties**

- a. Assist staff in setting up new infrastructure/displays.
- b. Develop a long-term maintenance plan for bigger items that need to be addressed with the landlord and management.



## Qualifications

- **Education & Experience:**
  - Proven experience (3+ years) managing physical facilities, infrastructure, or similar operations.
  - Basic working knowledge of mechanical, electrical, and plumbing systems.
- **Skills & Competencies:**
  - Strong project management skills, with the ability to coordinate multiple tasks and deadlines.
  - Excellent communication and contractor/service provider management skills.
  - Proficiency in basic computer applications (e.g., email, MS Office).
  - Basic familiarity with safety regulations, building codes, and best practices in facility management.
- **Personal Attributes:**
  - Detail-oriented, with a proactive approach to problem-solving.
  - Ability to work independently and make sound decisions under pressure.
  - Strong interpersonal skills to work effectively with team members, contractors, and landlords.

## Working Conditions

- Primarily on-site at the Orcas Food Co-op Eastsound location, with occasional visits to the Olga Store or contractor/service provider meetings.
- Required to be on-call for emergencies, which may include evenings and weekends, although a backup on-call person can also be arranged in coordination with senior management and the General Manager.
- Regularly walk, stand, climb stairs, and inspect mechanical areas and building exterior.
- Be able to lift 50lbs regularly and go up on ladders and roof.

## Benefits

- 25% Staff discount
- 50% deli meal discount when working
- Paid vacation
- Paid personal leave



- Paid lunch breaks
- \$135 Monthly Credit at Healing Arts Center (20+hrs)
- Reduced Fee Gym Membership
- \$300 Healthcare Reimbursement Arrangement (30+hrs, effective after 90 days)
- Employee Charge Account
- Access to staff “free bin”