



JOB DESCRIPTION: Property & Facility Program Assistant

DAYS/HOURS: Sunday – Saturday. Non-exempt position approximately 30 hours per week. However, Property & Facility Assistant must be flexible and willing to offer program support as needed on nights and weekends. Reports to the Associate Director.

SALARY RANGE: \$8.00 - \$10.00/hr

LOCATION: Missouri City, Texas

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Fort Bend Family Promise (FBFP) assists youth who are experiencing homelessness with their parents and/or family members. FBFP believes housing is the basis of stability and plays a vital role in helping Family Guest attain and sustain self-sufficiency.

FBFP seeks a Property & Facility Program Assistant to perform various functions in keeping FBFP day center buildings cleaned and properly maintained.

Job Responsibilities/Duties/Major Task

- Clean/polish office tables, chairs, desks and all furniture used in the office or the entire building
- Dust mechanical devices like monitors, desktops, printers, and any other devices
- Clean windows, change air vent filters, repair/keep-up doors/door locks, move furniture, paint, clean glass (windows and mirrors) with soapy water, sponge and necessary cleaning substance
- Make minor repairs to plumbing, electrical, heating, and cooling systems in a building
- Maintain the supply and equipment needed for cleaning duties
- Make sure that waste bins are emptied to avoid trash littering around
- Mow lawns, cut grasses, and trim shrubs or trees around the designated environment.
- Restock or resupply restroom papers and make sure the toilet is in a good condition
- Take good care of the environment or building to make sure that hazardous materials are removed
- Meet with any authority in the building to make request for items needed for work
- Take careful and safety measures in the use of chemicals which can be harmful to the body or can damage things
- Unlock and lock day center doors early in the morning and late in evening respectively.
- Manage and oversee the family day center
- Evaluate, coordinate, and complete cleaning tasks based on need and schedule
- Inspect all work performed to ensure it meets company standards and family guest expectations as well as any established standards designated by local, state, or federal laws
- Act as primary onsite point-of-contact for contractors for any questions, concerns, or disputes
- Promptly respond to any customer inquiries and take action as soon as possible
- Ensure proper inventory of supplies and equipment
- Participate in recruitment, hiring, onboarding, and training of new employees
- Ensure efficiency of work team and make adjustments as necessary
- Clean building floors by sweeping, scrubbing, mopping, waxing, and vacuuming them
- Develop and execute fire emergency drills for day center

EAST CAMPUS
4645 Cartwright Rd
Missouri City, Texas 77459
281.403.3923

WEST CAMPUS
1002 Wilson Drive
Rosenberg, TX 77471
832.847.4734

FortBendFamilyPromise.org



Desired Qualifications and Education:

The successful candidate for Property & Facility Program Assistant is an enthusiastic individual with good judgment and compassion for others; an ability to relate to individuals from many different racial, ethnic, and religious backgrounds; with knowledge of homeless service provision models and general assistance programs. The ideal candidate is visionary, creative, collaborative and highly organized. S/he will be an exceptional communicator with clear writing and needed public speaking skills.

- Certification/trade in building/property maintenance (or similar), high school diploma, GED required.
- A passion to work with a variety of faith communities toward a common goal of service.
- Minimum of five (5) years' experience in building/property maintenance.
- Interpersonal skills: ability to work effectively with a wide range of people.
- Leadership skills: ability to make decisions, solve problems, delegate tasks and responsibilities.

Administrative/Knowledge/Ability

- Assist with clerical duties such as typing, mail-outs, databases, newsletter, and record keeping.
- Answer phones greet visitors and accept donations with high friendly/customer service.
- Help dispense items from the food pantry to Family Guest, as needed.
- Before leaving, be sure all equipment is off and unplugged, lights turned off, appliances unplugged, etc.
- House-cleaning chores are required such as empty office waste cans, sweeping staff area, organizing food pantry and donation room, etc.
- Valid Texas driver license and clean driving record required.
- Knowledge of the Fort Bend County preferred.
- Willingness to creatively and collaboratively to solve issues and work effectively with co-workers required.
- Flexibility to perform duties outside of your formal job description required.
- Drive to tackle difficult challenges and add value to FBFP and the communities is required.
- Commitment to help FBFP be efficient and a compassionate service agency possible required
- Other duties as assigned.

Email Resume to: **VLJohnson.FBFamilyPromise@gmail.com** or mail to:

Fort Bend Family Promise
c/o Vera L. Johnson, Executive Director
4645 Cartwright Road
Missouri City, Texas 77459

Website: www.FortBendFamilyPromise.org

No Phone Calls Please

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