



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 and/or Rosenberg, Texas

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

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Executive Director

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.
- Valid Drivers License or Photo ID and good driving record
- Personal Vehicle or access to independent transportation
- Proof of motor vehicle insurance

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
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No Phone Calls Please

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