



Job Title: Facilities Manager
Reports To: Office Manager/Dir. of HR and President
Compensation: Part-time position - 25hrs./wk. - Mon.-Sat. - \$15/hr. - 1 wk. vacation
(Possibility of full-time)

Mission: THE POINT Community Development Corporation is a non-profit 501 (c)(3) dedicated to youth development and the cultural and economic revitalization of the Hunts Point section of the South Bronx. We work with our neighbors to celebrate the life and art of our community, an area traditionally defined solely in terms of its poverty, crime rate, poor schools and substandard housing. We believe the area's residents, their talents and aspirations, are THE POINT's greatest assets. Our sites include:

- **940 Garrison Avenue**

THE POINT's main facility is home to a thriving 4,000 square-foot atrium space, which provides space for the Youth Development Program as well as a Small Business and Non-Profit Incubator and Marketplace. It contains unique features including a 550 square-foot teen loft, the 4,500 square-foot black box performance space *Live From the Edge Theatre*, the 900 square-foot *El Grito Dance Studio*, a music studio and 100-milowatt radio station WPNT 1700 AM, a dark room and photography processing lab, a computer lab and weather station in the José E. Serrano Environmental Discovery Center and a 2,000 square foot therapeutic counseling service UNITAS, which serves over 100 children and families in the community.

- **Hunts Point Riverside Campus for Arts and the Environment**

The Campus is the first stop on the South Bronx Greenway and is adjacent to the Hunts Point Riverside Park. The goal of the site is to enhance the community's access to the Bronx River while creating new opportunities for the arts and environment beyond the reach of THE POINT's door. Current and recent tenants include Rocking The Boat.

Job Responsibilities include, but are not limited to:

1. To greet visitors, monitor traffic in all common areas of THE POINT, including atrium, theater, bathrooms, waiting areas, and hallways, and observe sign-in policy for all visitors to THE POINT.
2. To assume full responsibility for the *daily* upkeep and cleanliness of the facility, especially all bathrooms, atrium, hallways, theater, dance studio, icp office, music studio, teen loft and program areas.
3. To periodically inventory and restock needed cleaning supplies and paper goods, including toilet paper, paper towels, and trash can liners.
4. To insure the cleanliness and maintain the general appearance of the grounds and exterior of 940 Garrison Avenue, including sidewalks and courtyard adjoining the facility in all weather conditions.
5. To assume full responsibility for the plantings inside 940 Garrison and outside in the courtyard.
6. To assist with renovations, periodic painting, and routine maintenance projects as they arise.
7. To monitor vending machine inventory and restock it as needed. To insure the cleanliness and good working order of the machine.
8. To receive packages and occasionally go to post office.

9. To insure safety and security of grounds and building at 940 Garrison Avenue by removing obstructions, alleviating unsafe conditions, and keeping all doors, gates, and locks in good working order.
10. To make a weekly routine and site check for The Hunts Point Riverside Campus and ensure general garbage collection and site safety.
11. To maintain the fire exits open and pathway free and clear of obstructions at 940 Garrison Ave.
12. To act as main contact for inspectors and contractors.

Knowledge, Skills and Abilities Desired

1. Demonstrated ability to work effectively with contractors and others to maintain a facility.
2. Ability to be highly organized.
3. Demonstrated ability to perform simple maintenance and repair tasks including and not limited to basic plumbing needs.
4. Ability to work professionally and effectively with diverse groups and individuals.
5. Ability to work in a team environment with shared responsibilities.
6. Ability to provide excellent customer service to partners, staff and the public.
7. Demonstrated ability to work without direct supervision, work on multiple projects at once, establish work priorities, and manage time in order to meet program deadlines and goals.
8. Must be proficient in English (spoken and written) for communicating with management, staff, service companies, contractors and partners. Proficiency in Spanish highly desirable.

Qualifications

1. Impeccable ethics and references are required.
2. Experience in facilities management and equipment management is required.
3. HS Diploma or G.E.D.

Requirements

1. A criminal background check may be required for this position.
2. Rigorous physical labor and activity.
3. To be on-call 24 hours 7-days/wk. and fully accessible in case of emergency.
4. Attend bi-weekly managers meetings and take whatever notes applicable to your duties.

Apply:

Please email cover letter and resume to: ifperez@aol.com or regular mail to: Mrs. Perez, Human Resources, THE POINT CDC, 940 Garrison Avenue, Bronx, NY 10474 Deadline for application is 2/14/2010. No phone calls please.

