

**Position Title:** Facilities Assistant  
**Reports to:** Health and Safety Officer  
**Hours:** 8 hours per week, Non-Exempt  
**Location:** San Luis Obispo County  
**Salary:** \$15/hour  
**Apply By:** Position is open until filled.

Please submit a resume, electronically to [hr@standstrongnow.org](mailto:hr@standstrongnow.org). NOTE: Please put "**Facilities Assistant**" in the email subject line. No calls, please. Submissions will be reviewed on an ongoing basis. Visit [www.StandStrongNow.org](http://www.StandStrongNow.org) to learn more about us.

### **Purpose and Responsibilities**

Under the direction of the Health and Safety Officer, the **Facilities Assistant** is responsible for providing support in the day to day maintenance of Stand Strong offices, donation items, and client and office moves. Physical activity and organizational skills are required.

### **Job Duties include:**

- Assist the Health and Safety Officer in the day to day repairs of Stand Strong offices and Stand Strong owned properties.
- Pick up and move large donations such as beds, dressers and couches.
- Provide landscaping assistance to all Stand Strong owned properties.
- Attend biweekly all-staff meeting and other meetings as requested.

### **Minimum Qualifications**

- Experience in minor home renovations and repairs.
- Experience in landscaping such as cutting trees, and shrubs.
- and smoke detectors, cabinets and drawers & door knobs.
- Demonstrate cultural competency and awareness in dealing with diverse populations.
- Ability to work flexible hours as required by program and staffing needs.

### **Preferred Qualification**

- Ability to repair toilets, drains, sinks, showers, windows, screens, & lights.
- Experience in painting, floor repair, hanging pictures, changing lightbulbs.

### **Requirements**

- Must satisfactorily pass a background check (paid for by employer).
- Must have a valid CA driver's license and proof of current automobile insurance.
- Completion of Stand Strong's 40-hour DV training program as soon as possible upon employment at Stand Strong.

### **Stand Strong's Core Values:**

## **Formerly the Women's Shelter Program of San Luis Obispo County**

1. **Safety:** We claim an atmosphere of emotional, verbal, and physical non-violence in our workplace and in our programs.
2. **Integrity:** We act with honesty and transparency in all that we do in order to foster collaboration, trust and sustainability.
3. **Confidentiality:** We believe in the importance of protecting private information.
4. **Survivor-centered:** We hold survivors, their strength and their resilience at the core of all we do.
5. **Empowerment:** We stand with our clients; we don't act or speak for them. We serve them as advocates.
6. **Diversity:** We value inclusion and acknowledge that everybody is different and important. We treat every individual with respect and kindness.
7. **Respect:** We act with professionalism, courtesy, and fairness to empower our clients, our community partners, each other and ourselves.

**Please Note:**

Stand Strong is an equal opportunity employer (EOE). This job description is designed to cover the basic requirements of the position, can be revised at any time, and does not change the "at will" status of employment at Stand Strong.

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