Janitorial Coordinator

SCOPE & PURPOSE

The Janitorial Coordinator is an integral part of the Property Management Team. The Janitorial Coordinator will be responsible for managing a variety of independent contractors that maintain the cleanliness of various facilities at the Community First! Village (CFV), a 51-acre master-planned community designed by Mobile Loaves & Fishes (MLF) to provide affordable, permanent housing and a supportive community for men and women coming out of chronic homelessness. The Janitorial Coordinator should be detail-oriented and relationally focused.

This is a full-time 40 hours per week position reporting to the Property Manager. Work will be performed at Community First! Village located at 9301 Hog Eye Road, Austin, TX 78724.

Please email resume and cover letter to hr@mlf.org.

DUTIES & RESPONSIBILITIES

- Training and overseeing Independent Contractors for Janitorial work at CFV
- Preparing and signing Independent Contractor paperwork and contracts
- Ordering and distributing supplies to Independent Contractors
- Maintaining the CFV Janitorial Supply Inventory and Storeroom
- Receiving and entering all associated maintenance and repair requests in CFV’s Appfolio computer program, and ensuring clear communication with the Maintenance Team
- Responsible for quality control on all supplies received, checking for quantity and damage
- Conducting regular quality control on facility cleanliness and notifying the CFV Property Manager as soon as possible of any recurring issues, unforeseen conditions, or contractor no-shows that will affect the quality or cleanliness of the facilities
- Coordinating with other MLF Staff for additional or special janitorial needs
- Maintaining knowledge and proficiency with cleaning equipment
- Continually monitor all equipment and supplies for proper safety requirements and inform Safety Coordinator and the CFV Property Manager of any unsafe conditions
- Perform duties consistently and ethically within the vision, mission, values and goals of MLF
- Attend weekly team meetings, monthly staff meetings, and other meetings deemed necessary

KNOWLEDGE, SKILLS & ABILITIES

- Commitment to serving those who have experienced homelessness and personal alignment to MLF’s vision, mission, core values, and goals. MLF is a faith-based organization with its ideals and philosophy coming directly from the Gospel of Jesus Christ
- Ability to train and manage a diverse group of contract workers with a variety of skill levels
- Commercial Cleaning experience (preferred)
- Inventory Management experience (preferred)
- Must be able to become knowledgeable about cleaning equipment and practices
- Must be able to lift a minimum of 50 lbs
- Must be relational and have an enthusiastic positive attitude
- Must work well in group settings
- Strong communication skills
- Strong organizational skills and detail oriented
- Comfortable with teaching others and giving guidance
- Must have patience, compassion, and professionalism
- Proficiency with Microsoft Office and/or Google Drive
- Must be drug and alcohol free and submit to random drug and alcohol screening
- Must have a valid driver’s license and reliable transportation
- Must submit to and pass a criminal record background check

The successful candidate will be passionate and knowledgeable about the nonprofit/social sector and MLF’s vision, mission, core values and goals.

MLF PURPOSE & VISION
We empower communities into a lifestyle of service with the homeless.

MLF MISSION
We provide food and clothing, cultivate community and promote dignity to our homeless brothers and sisters in need.

CORE VALUES
The vision is supported by core values centered on our belief that homelessness is the result of a profound, catastrophic loss of family:
- God, infinitely perfect and blessed in himself, in a plan of sheer goodness freely created man to make him share in his own blessed life
- By virtue of being created by God in His image, we are all called to live in community and relationship with Him through each other
- The family is the original cell of social life
- You shall love your neighbor as yourself
- All members of the human family are equal in dignity
- The Lord God took the man and settled him in the Garden of Eden to cultivate and care for it. Gen 2:15

GOALS
- Transform the way people view the stereotype of those who find themselves homeless
- To reconnect the homeless to self, family and community
- Help the chronically homeless rediscover and utilize their God-given talents to do purposeful work
- To connect human to human, heart to heart through the fellowship of food and hospitality
- Inspire people into a lifestyle of abundance by giving their best first
GUIDING PRINCIPLES
These Guiding Principles are the basis upon which MLF team members make decisions, plan strategies, and interact with each other and our community. The principles define the kind of leaders we are striving to be.

| Yes, and...Positive Attitude | ● Looks for the positive in any situation  
|                            | ● Begins with yes, and looks for positive possibilities from a proposed idea  
|                            | ● Has a generally positive attitude  
| Semper Gumby (flexible/adaptable) | ● Adapts to big & small change well  
|                                  | ● Can formulate alternative plans when things change  
|                                  | ● Is teachable (learns from others) and willing to change  
| Relational | ● Develops numerous strong relationships with staff, neighbors & volunteers  
|            | ● Shows humility in his/her servant leadership  
|            | ● Looks for the good in others. Assumes the best in other’s intentions  
|            | ● Treats others with love & respect, including when talking about them to others  
|            | ● Works to proactively resolve conflict with others, goes directly to the person  
| Team Player | ● Puts MLF above himself/herself and his or her program  
|            | ● Depends on others to help with solutions  
|            | ● Brings strengths of the team together  
| Communicator | ● Keeps others informed of things going on in their program  
|            | ● Communicates effectively to staff, neighbors & volunteers  
|            | ● Resolves conflict well & in a timely manner  
| Multiplier | ● Delegates effectively to staff, contractors & volunteers  
|            | ● Invests in developing staff, contractors & volunteers  
|            | ● Empowers staff, contractors & volunteers so that their talents & ideas are unleashed  
| Good Steward | ● Stewards MLF physical resources (money, land, equipment, etc.) well  
|            | ● Stewards MLF human resources well (staff, volunteers, donors, neighbors, & board)  
|            | ● Takes care of one self physically, mentally, emotionally & spiritually  
| Dependable/Accountable | ● Sets reasonable deadlines & meets them consistently  
|                       | ● Keeps others informed if they won’t meet a deadline  
|                       | ● Comes on time & prepared for meetings  

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

MLF is an Equal Opportunity employer. Personnel are chosen based on ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.