

# Edmonds Waterfront Center

Connecting & Enriching Our Community

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PO Box 717 • Edmonds WA 98020 • (425) 774-5555 • [www.edmondswaterfrontcenter.org](http://www.edmondswaterfrontcenter.org)

## - Facilities Assistant Position Description

The **Edmonds Waterfront Center** strives to offer the best customer experience through providing a professional, accommodating, clean, and safe building to the community. We are seeking a part-time Facilities Assistant to help maintain the Center and help with all aspects pertaining to programs and events.

**Our Mission:** to connect and strengthen our community through programs, services and activities that engage, inspire and support people of all ages.

### **Job Summary:**

The Facilities Assistant position will assist with the overall operations to maintain the center, programs, and assist with events as needed.

### **Supervisory Responsibilities:**

- None

### **Duties/Responsibilities:**

- Performs general maintenance duties in the building in a timely manner and within acceptable standards.
- Assist with minor repairs and maintenance such as replacing light fixtures or light paint touch up.
- Maintain cleaning and sanitization of building, inside and outside.
- Clean windows, operate pressure washer and use floor scrubber as needed
- Assist as needed ensuring all janitor rooms are maintained; ensures cleaning and maintenance supplies are stocked.
- Setup for programs and events as needed.
- Assist in examining building for safety hazards; reports deficiencies to Facilities Director or Asst. Facilities Director.
- Performs other related duties as assigned.

### **Required Skills/Abilities:**

- Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions.
- Detailed-oriented and thorough.
- Excellent interpersonal, written and oral communication skills; ability to communicate effectively and project a professional image when giving and taking information in writing, in person, and over the phone; must process the skills to translate standards, operational concepts and results to staff.
- Ability to interact with staff, guests, volunteers, and visitors at the center while remaining professional, polite and courteous.
- Capacity to work in a fast paced, multitasked environment and the ability to be receptive to changing priorities, well under pressure, excellent time management, problem solving, and analytical skills.
- Ability to adhere to Center policies and support management decisions in a positive, professional manner.

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## **Working Conditions:**

Exposure: Work areas are primarily inside, in a climate-controlled environment with some background noise. Work is occasionally performed outdoors. Position requires flexibility or on call availability to respond to Center scheduling seven days a week.

## **Physical Activities Required For Essential Functions:**

Occasional extended periods of standing may be required when assisting at Center events.

Office Work: Ability to effectively and regularly operate a computer, keyboard, and other office productivity machinery, such as copy machine and printers, and ability to inspect, prepare and use paperwork, files, equipment, and supplies is necessary.

Moving: The ability to move up to 50 pounds on occasion is necessary for moving furniture, files, equipment, and supplies.

Communication: Clear and effective communication with volunteers, donors, members, the public, and co-workers is necessary.

**Position open until filled.**

**COMPENSATION \$21.40 Hourly**

**Our statement to diversity, equity, and inclusion. The Edmonds Waterfront Center is a community asset where everyone is welcome. We are committed to outreach and inclusion. We continually work to ensure our program offerings, Staff, Volunteer and Board makeup, reflect the rich diversity of the region.**

**The Edmonds Waterfront Center is an Equal Opportunity Employer**