Facilities & Grounds Worker

Department	Administration
Supervisor	Facilities Manager
Schedule	Flexible, scheduled with supervisor
Job Type	Part-Time Non-Benefited (PTN), Non-Exempt, 8 hours per week
Benefit Level	Paid Sick Leave

Position Description

The Facilities & Grounds Worker ensures that SonBridge's buildings, outdoor spaces, and equipment are safe, clean, welcoming, and fully operational for staff, volunteers, and the community we serve. This hands-on role blends routine building maintenance, custodial upkeep, landscaping, and event setup to directly support our mission.

Duties and Responsibilities

- Perform routine preventive maintenance and minor repairs across plumbing, electrical, carpentry, painting, and basic HVAC systems.
- Conduct regular safety and building inspections, promptly addressing hazards or reporting major repair needs to the supervisor.
- Maintain clean, sanitary, and organized interior common areas, restrooms, and mechanical/storage rooms.
- Coordinate with and escort third-party contractors, vendors, and inspectors on-site as needed.
- Track maintenance supplies, tools, and equipment inventory, notifying leadership when reordering is required.
- Mow, edge, and trim garden beds, trees, and shrubs to keep outdoor areas neat and inviting.
- Remove litter, leaves, downed limbs, and storm debris from grounds, walkways, and parking areas.
- Maintain outdoor signage, fencing, and irrigation systems.
- Perform seasonal weather-related duties, including snow shoveling, salting walkways, and clearing drains or gutters
- Set up, break down, and rearrange furniture, and equipment for programs, meetings, and events.
- Assist with receiving, unloading, moving, and storing deliveries, donations, and heavy supplies.
- Respond promptly to urgent facility issues or on-site emergencies during operating hours.

Qualifications and Skills

- Interest in supporting the local community and the mission of SonBridge.
- Friendly and reliable personality.
- Positive attitude and willingness to learn.
- Flexibility to troubleshoot and make repairs when needed.

Education and Experience

- High school diploma or GED required.
- 1 to 2+ of hands-on building maintenance, groundskeeping, custodial work, or related trade preferred.
- Working knowledge of hand tools, power tools, and landscaping equipment (e.g., mowers, trimmers, blowers); familiarity with basic plumbing, electrical, and carpentry repairs.
- Ability to follow written and verbal instructions, work independently with minimal supervision, and interact respectfully with diverse staff, volunteers, and community members.
- Valid driver's license and clean driving record.
- Ability to pass a background check.

Supervisory Duties	
Physical Demands	• Ability to lift, carry, push, and pull up to 50 pounds regularly (and occasionally more with assistance).

	• Frequent standing, walking, bending, kneeling, climbing ladders, and operating vibrating machinery. • Willingness to work both indoors and outdoors in varying weather conditions (heat, cold, rain, snow).