Facilities Maintenance Coordinator
Kehilla Community Synagogue

Summary
Kehilla Community Synagogue seeks a motivated and committed individual with a strong work ethic, custodial and maintenance experience and good communication skills to oversee the overall care, cleaning, and maintenance of our building.

Who We Are
Kehilla Synagogue is a dynamic synagogue rooted in Jewish spirituality and social justice organizing. Founded 35 years ago by progressive Jews seeking a Jewish spiritual home, Kehilla has blossomed into a 500-household congregation that is a leading progressive voice in the Jewish community and a passionate Jewish voice in the progressive world. For the past 15 years, we have owned our own home, our synagogue building on the Piedmont/Oakland border.

Position Description
The Facilities and Maintenance Manager performs a variety of tasks involving the general care of the building and grounds including cleaning, repairing and maintenance, as well as supervises other custodial staff. Their primary responsibility is to ensure that Kehilla members and staff have a safe, attractive, comfortable, clean and efficient place in which to learn, pray, work and meet. This full-time, at-will and salaried position with benefits reports to the Executive Director.

Some of the essential functions of the position include, but are not limited to:

Custodial Supervision:
- Coordinate work schedules and tasks for self, part-time evening/weekend custodian and on-call custodial staff
- Supervise custodial team, monitor and track issues and provide feedback
- Arrange for periodic deep cleaning of sanctuary, classrooms, kitchen and other spaces
- Act as liaison and first point of contact with the burglar alarm company and fire alarm company which will require reporting, at potentially any hour, to these calls

Custodial Duties
- Participate in routine and special cleaning of all areas within the synagogue, including offices, sanctuary, classrooms, kitchen, restrooms and their fixtures
- Set up rooms for events and programs with tables and chairs, linens, portable sound system, etc
- Operate custodial equipment and maintenance tools and use non-toxic, unscented and “green” cleaning products
- Perform floor maintenance tasks including dust-mopping, wet-mopping, sweeping and vacuuming

Maintenance and Repairs
- Routinely inspect facility and grounds to examine for damage or wear. Determine priority of repair tasks, action plan and timeline, materials needed, etc.
- Perform basic carpentry, plumbing and electrical and use handyman type skills for smaller projects. Able to use hand tools (hammers, screwdrivers, wrenches, painting equipment, etc.) and small power tools
- Maintain and coordinate maintenance contractors and vendors that service building systems including HVAC, electrical, plumbing, mechanical and refrigeration
- Keep up-to-date building operations records, including procedures, a log of scheduled maintenance charts and routines, blueprints and repair history
Equipment and Supplies

- Keep an inventory of cleaning supplies and paper goods
- Work with the office administrator to purchase custodial and maintenance supplies and equipment.
- Have knowledge of non-toxic, unscented and “green” cleaning products and safe handling procedures

Experience and Qualifications Needed

- A High School diploma or GED
- 5+ years of increasing responsibility in facility management and maintenance and custodial duties
- Basic computer skills and ability to work in Google Suite. Familiarity with Microsoft Word & Excel a plus
- Strong interpersonal communication skills. Ability to interact with and respond to the needs of congregants and renters
- Excellent prioritization and supervision skills
- Detail-oriented, able to stay organized while simultaneously tracking small details and larger, long-term projects.
- Reliable, responsible, and safety-minded
- Strong written and oral communication abilities, must be able to read and write in English
- A current driver's license and clean driving record
- Be willing to follow communal policy of being scent free (not using cologne, scented laundry detergent, or other scented products)

Physical Requirements

- Stand and walk for extended periods of time
- Reach and extend hand(s) and arm(s) in any direction.
- Repetitive use of hands for grasping, pushing, pulling, and fine manipulation
- Bend, stoop and kneel to grasp objects and climb ladders
- Bend and twist neck and waist, reach above and below shoulders and squat
- Lift and move loads up to 70 pounds. Push and pull carts weighing up to 100 pounds
- Distance vision, peripheral vision and depth perception
- Hear well enough to perform essential functions of the job

This job posting is intended to describe the general requirements for the performance of this job. It is not a complete statement of duties, responsibilities or requirements. Other duties not listed here may be assigned by the Executive Director.

Compensation

This is a salaried position with a range of $45,000 to $52,000 per year, depending on experience. Kehilla Synagogue provides paid vacation, sick leave, retirement/403(b) and medical benefits for the employee.

To Apply

Please send a cover letter and a resume of relevant experience to Executive Director Michael Saxe-Taller at employment@kehillasynagogue.org. No phone calls please. Interviews will commence immediately.