



Dove, Inc., established in 1970, is a multi-program social service agency working to meet unmet needs and to find solutions to social injustices.

Dove, Inc. | 302 S. Union, Decatur, IL 62522 | doveinc.org | dove@doveinc.org

Domestic Violence Program Shelter Facilities Specialist Job Description

GENERAL RESPONSIBILITIES

The Shelter Facilities Specialist is responsible for cleaning and maintaining the condition of the Dove Building at 302 S. Union St. in Decatur.

EXAMPLES OF WORK

- Oversees all office and common areas are maintained in a clean and presentable condition at 302 S. Union.
- Observes and reports building and grounds condition which may require other additional maintenance attention.
- Makes maintenance recommendations as needed for repairs.
- Calls vendors for larger repairs, meets with & assists when needed.
- General indoor and outdoor maintenance (replace light bulbs, unclog drains, painting and other general repairs).
- Maintains courtyards and garden.
- Keep accurate records of maintenance tasks needed, requested, and completed.
- Drains water from thermostat compressor.
- Cleans offices and common areas such as hallways, lounges, kitchen, laundry room and dining room, including removing trash, cleaning floors, dusting, etc.
- Performs regular duties such as cleaning inside kitchen refrigerator, floor mopping, window washing, changing filters and picking up outside trash as needed.
- Additionally, storing and organizing donations received.
- Overseeing the cleaning supply orders.
- Cleans client rooms and washes/dries bed linens and towels after clients move out of shelter.
- Assisting with maintenance needs at other Dove facilities, as schedule allows
- Performs related duties as required.

QUALIFICATIONS

The Shelter Facilities Specialist should have experience in janitorial or cleaning work and general maintenance or the desire to learn. This person will be extremely reliable. This person should be able to stand and sit for extended periods of time, bend, twist, stoop, kneel, exhibit manual dexterity, to complete job responsibilities. This position requires the employee to have access to reliable transportation and a valid driver's license. Prior to employment all employees are subject to criminal background and drug screens as required by program grants and the Dove, Inc. Personnel Policy. These checks may be updated periodically.

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SALARY

The salary range is from \$32,000 to \$35,000 annually with raises available each July 1 based on merit and availability of funds. This employment is contingent upon continued funding for this position. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance for (30 hours a week or more), life and disability insurance (25 hours a week or more), direct deposit, matching retirement fund and an Employee Assistance Program.

WORK CONDITIONS AND ENVIRONMENT

Dove will provide all needed tools and equipment. This is a full-time position, 40 hours a week, and it is subject to the Fair Labor Standards Act. The Shelter Facilities Specialist reports to the Facilities Supervising Coordinator. A program office is located at 302 S. Union Street. Days worked may include weekends, evenings and/or holidays.

Dove, Inc is an Equal Opportunity Employer
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