

## **Assistant Manager of Facilities**

Westchester Reform Temple [WRT] is an established house of worship located in Scarsdale, New York, and serves over 1,000 households as members of the congregation. WRT operates two buildings on its campus, is active 7 days-a-week, and provides a wide variety of activities through regular worship services, special celebrations and events, life-cycle events, after-school classes, pre-school classes and adult education opportunities.

This full-time position reports to the Facilities Manager, but must also work with and take direction from senior staff. The utmost courtesy and calm professionalism are expected at all times, in every interaction with supervisors, coworkers, community participants and outside vendors.

This role includes a usual schedule of 5 days per week. Typically, this includes 4pm-9pm on Tuesday, Wednesday & Thursday, 7am-8pm on Friday, and 8am-7pm on Saturday - during the school year. Special events, monthly meetings and Jewish holidays will change this schedule often. Summer months will also have a different shift schedule.

### **Responsibilities include but are not limited to the following:**

- Follow all safety and security protocols, and report any safety or security problems immediately
- Conduct daily inspections of entire property.
  - Check grounds and all internal areas for cleanliness and safety.
  - Check bathrooms, kitchens and all utility areas for cleanliness, safety and proper operation.
- Plan in advance
  - Check online calendar each day for changes to the schedule of events and needs.
  - Meet weekly with Facilities Manager for 2-week advance look at calendar.
- Respond to any facility emergencies and alarms, and be prepared to fill in for custodian absences.
- Lead the custodian team for daily assignments and needs.
  - Work a daily shift of cleaning, setups & breakdowns, and cover shifts as needed.
  - Train custodian team for all janitorial and hospitality tasks.
  - Check the completed work of the team.
  - Document any problems, and share them with the supervisor.
- Monitor and report on inventory of consumable supplies, chemicals and equipment.
  - Document usage of consumables.
  - Provide notice of re-supply needs, in advance, to supervisor.

- Control inventory for loss prevention.
- Maintain accurate MSDS book for all chemicals and products used at WRT.
- Work at special events throughout the year, including extended shifts during the Jewish High Holidays.
- Report and document facility problems and repairs needed.
  - Perform repairs as appropriate (light carpentry, electrical, plumbing, etc.) to facility, equipment, systems, property and materials.
- Identify short-term and long-term facility/building projects for supervisor, which need to be scheduled and cost quoted.
- Identify special seasonal projects to be done during school breaks and summer.
- Other duties as assigned by supervisor.

**The ideal candidate for this position will present with the following:**

- Experience working in a synagogue, church or school strongly preferred.
- Organized, accurate and very detail-oriented.
- A strong work ethic, and takes pride in work results.
- Strong spoken and written English communication skills. Able to speak and understand Spanish.
- Training, experience and expertise with major facilities elements, including janitorial work, hospitality events, light repair (plumbing, electrical, HVAC, carpentry, sheetrock, painting), grounds keeping, fire alarm and security alarm systems.
- Physically able to safely bend, lift and carry heavy items (up to 80 lbs.), use ladders and stairs, and to work on feet for extended periods of time, without injury.
- Works well independently, and works well in partnership with others.
- A communication style and personal presentation that is respectful, friendly, collaborative and professional.
- Plans ahead, adapts smoothly to plan changes, and responds well to correction.
- Computer literate, able to learn and develop expertise with new programs.
- Reliable, independent transportation.
- Willing to serve “on call” to respond to emergency building needs.
- Willing to work a flexible schedule, including weekends and evenings, on a regular basis.
- Minimum of 5 years of progressive custodial/maintenance experience.
- Minimum of 3 years of experience in a supervisory role.

WRT believes that all applicants should be considered fairly for employment opportunities. We are most interested in finding the best candidate for the job, and we recognize that our best



candidate may come from a less traditional background. We encourage you to apply if you feel you are poised to excel at this important work with us. WRT abides by all applicable federal, state and local laws which prohibit discrimination on the basis of any protected characteristic as established by law.

We seek employees with a positive attitude and pride in their work. Compensation may range between \$55,000 and 70,000 per year, plus benefits, depending on credentials, skills and experience.

Interested candidates should contact [Al.Betancourt@wrtemple.org](mailto:Al.Betancourt@wrtemple.org) with a resume and cover letter.