



Job Title: Facilities Manager

Version Date: January 3rd, 2024

Classification: Exempt	Department: Retail
Pay Type: Salaried	Reports to: Retail Operations Manager
Position Type: Full-Time	Schedule: TBD

Job Summary:

The facilities manager oversees all aspects of all Rosemont Market & Bakery buildings, grounds, and properties to ensure proper working order, safety and functionality of all facilities. They inspect and maintain electrical, plumbing, air conditioning and landscaping on the premises. The Manager works independently and with contractors and company leadership to ensure all stores and production facilities are functioning at a high level and compliant with Town, City, State and Federal guidelines.

Duties and Responsibilities:

- Responsible for daily and ongoing upkeep and repairing and maintaining all Rosemont Markets and production facilities.
- Fixing basic equipment, fixtures, smallwares, small building defects; Corresponding with contractors, and plans, and oversees maintenance work, maintains records.
- Ensuring all preventive maintenance work is done to company satisfaction; Negotiating new agreements with vendors as needed.
- Ensuring all building facilities adhere to proper safety standards and cleaning procedures; Performs routine safety inspections.
- Maintaining equipment and building provisions to meet health and safety requirements.
- Organizing and planning store fixture additions and small remodels.
- Negotiating and maintaining insurance contracts.
- Keeping buildings and all facilities up to code and accurately following maintenance protocol.
- Ensuring all stores are functioning at a high level. Working with electrical, plumbing, carpentry, refrigeration, and general contractors to keep stores at high level of working order.
- Maintaining facilities work schedule & calendar; Prioritizing and effectively communicating within organization.
- Maintaining all preventive maintenance contracts and supplier relationships.
- Performing standard repairs and maintenance including basic carpentry and plumbing.
- Working with stores and production facilities on a safe, compliant work environment.
- Coordinating with town & city offices to ensure company is compliant for fire safety and security. Performing routine inspections.
- Working with leadership on emergency preparedness plans.
- Partnering with leadership and staff to properly train team members on the use, upkeep, and cleaning of company equipment.

- Monitoring interior and exterior areas of building for cleanliness and general conservation.
- Practicing Rosemont's standards of sanitation, site and equipment maintenance, and proper use of facilities.
- Reporting all operational disruptions, changes, and successes to manager.
- Following all company and department policies as written in the Employee Handbook.
- Other tasks as assigned.

Required Skills/Abilities:

- Advanced mechanical skills and knowledge of HVAC, plumbing, basic carpentry, refrigeration, and other building systems preferred.
- Proficiency with repair tools and techniques.
- Basic understanding of accounting and finance principles.
- Strong leadership and problem-solving skills.
- Excellent communication and interpersonal skills including the ability to partner effectively with staff, leadership and customers.
- A team-oriented attitude and a desire to promote a safe, respectful, and inclusive workplace.
- Receptive to feedback with a focus on continuous improvement.
- Independent and reliable transportation.
- Independent time-management skills and ability to sustain multiple ongoing projects.
- Keen interest in local food systems, food trends, sustainable food economies, and specialty foods.
- English language proficiency required.

Education and Experience:

- High School diploma or equivalent preferred.
- Prior experience preferred.
- Certified Facility Manager (CFM) credential, or equivalent.
- Experience planning and maintaining facility budgets.
- Excellent verbal and written communication skills.
- Professional leadership experience.
- Contract handling experience.
- Strong attention to detail.

Work Environment:

- This is an in-person position, and work will be carried out in Rosemont's markets and production facility.
- The specific hours of employment and shift schedule will be determined in conjunction with the manager.
- Moderate to loud noise levels in the production and warehouse facilities.
- Busy market featuring groceries, baked goods, produce, prepared foods, and specialty, local, and/or organic foods.

- Open to the general public.
- This is a full-time position, requiring a flexible schedule to include days, nights and weekends. The specific hours of employment will be determined in conjunction with the Manager.
- Attendance at trainings and certifications may be required.

Physical Requirements:

- Ability to lift 50 lbs. carton or bag.
- Ability to bend, lift, twist, squat, and reach.
- Ability to stay standing throughout the duration of the shift.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.