



Job Title: Facilities Manager
Version Date: August 20th, 2024

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

Job Summary:

The facilities manager oversees all aspects of all Rosemont Market & Bakery buildings, grounds, properties, and vehicles 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, production facilities, and vehicles.
- Fixing basic equipment, fixtures, small wares, small building defects; Corresponding with contractors and vendors.
- Planning and overseeing maintenance work, maintains records.
- Communicating repair timelines through company approved channels in a timely and proactive manner.
- Ensuring all preventive maintenance work is done to company satisfaction; Negotiating new agreements with vendors as needed.
- Ensuring all building facilities meet Town, City, State, and Federal guidelines for safety standards
- Performs routine safety inspections.
- Maintaining equipment, vehicles, and building provisions to meet health and safety requirements.
- Organizing and planning store fixture additions and small remodels.
- Accurately following maintenance protocol.
- Working with electrical, plumbing, carpentry, refrigeration, and general contractors to keep all locations at a high level of working order.
- Maintaining facilities work schedule & calendar; Prioritizing and effectively communicating within organization.
- Maintaining all preventive maintenance contracts, landscaping, vehicle service, and cleaning 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
- 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 buildings for cleanliness and general conservation.
- 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.
- Computer proficiency
- Excellent communication and interpersonal skills including the ability to partner effectively with staff, and leadership.
- 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.
- Experience planning and maintaining facility budgets.
- Excellent verbal and written communication skills.
- Professional leadership experience.
- Contract handling experience.
- Strong attention to detail.
- Computer proficiency
- Ability to work professionally and collaboratively with both a team and independently.
- Ability to give, receive and apply feedback.
- Focus on continuous improvement.
- Excellent attention to detail, organizational and time management skills.
- Strong customer service and communication skills.
- English language proficiency required.

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 frequently and repetitively.
- Ability to bend, lift, twist, squat, and reach frequently and repetitively.
- 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.