

Tri-County Senior Nutrition Project

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| Job Title: | Warehouse/Facilities Technician | Job Category: | |
| Department/Group: | Operations | Job Code/ Req#: | |
| Location: | Works at all 9 food preparation sites | Travel Required: | Yes |
| Level/Salary Range: | \$10-12 | Position Type: | Full-time |
| HR Contact: | Raenelle Weatherly | Date posted: | |
| Will Train Applicant(s): | As needed | Posting Expires: | |
| External posting URL: | http://www.mowot.org/jobs | | |
| Internal posting URL: | | | |
| Applications Accepted By: | | | |
| Fax or E-mail: (903) 786-3351 or jobs@mowot.org Subject Line: Attention: HR Department RE: Executive Assistant | | Mail: Hiring Manager Tri-County Senior Nutrition Project, Inc. 4114 Airport Dr Denison, Texas 75020 | |
| Job Description | | | |
| Job Purpose: Manages inventory, organization, and accessibility of items housed in warehouse. Provides single point of contact and responsibility for equipment and assets used throughout the organization. | | | |
| Duties: Center Maintenance and Repair Issues and Appliance Repair Issues will be handled by the Warehouse/Facilities Technician. He/she will obtain bids covering repair rates, response time, travel time and warranty issues from all Service Providers, with the goal of building an approved Service Provider list; tracking maintenance on individual pieces of equipment; and verifying the billing upon completion of repair/replacement. When finding a Maintenance/Repair issue, Center Managers and Staff should call the Warehouse/Facilities Tech with the problem detected, the equipment involved.....Make, Model #, serial #, location of the broken equipment, and prior Service people who have worked on the equipment in the past. He/she will notify the Operations Manager, originate a purchase order and then work to expedite the repair/replacement of equipment, and report back to the Center employee who originally called in the work order. For service calls and or equipment needs exceeding \$100.00, Kent will get the approval of the Operations Manager and Executive Director. The ultimate goal of this position is to monitor the life span and repair cycle of our equipment, keep it in top operating condition and be prepared to replace it when its' effective life is exhausted. By centralizing work and service orders, there is an opportunity to negotiate better rates, warranties, and response times, free up the Center staff to focus on their jobs and ultimately have a productive and more stress free work environment. | | | |
| Skills/Qualifications: <ul style="list-style-type: none"> Must be mechanically inclined, have experience working with electrical and plumbing, and have good Communication skills. Must be proactive and able to work well under pressure. Must have own transportation and be willing to travel among meal preparation sites to facilitate repair of equipment as needed on a day to day basis. | | | |
| Reviewed By: | JGP | Date: | 8/1/2011 |
| Approved By: | Greg Pittman | Date: | 8/1/2011 |
| Last Updated By: | JGP | Date/Time: | 6/7/2016 |