

Position Announcement-Facility Maintenance Technician

Mississippi Food Network

Jackson, MS

POSITION SUMMARY

The Facility Maintenance Technician plays a crucial role in ensuring the smooth operation and upkeep of our facility. This position combines custodial responsibilities with general maintenance tasks to maintain a clean, safe, and well-functioning environment.

RESPONSIBILITIES

- Perform general custodial duties, including cleaning and sanitizing designated areas such as restrooms, break rooms, and shared areas.
- Maintain cleanliness and orderliness of the internal facility by sweeping, mopping, vacuuming, dusting, etc.
- Maintain cleanliness and orderliness of the exterior of the facility by removing debris, leaves, etc.
- Empty and clean trash receptacles and replace liners as needed.
- Monitor and replenish cleaning supplies and consumables.
- Perform routine maintenance tasks, such as light bulb replacement, minor plumbing repairs, painting, etc.
- Conduct regular inspections to identify any facility-related issues or maintenance needs.
- Assist with minor repairs and maintenance of equipment and fixtures.
- Respond promptly to work order requests and prioritize tasks accordingly.
- Follow established safety procedures and maintain a safe working environment.
- Collaborate and communicate effectively with administrative and distribution center staff to ensure smooth facility operations.
- Adhere to all MFN's policies and procedures.
- Comply with local, state, and federal regulatory agencies (i.e., OSHA, AIB, USDA, etc.)
- Perform other duties as assigned.

QUALIFICATIONS

- Minimum high school diploma (or equivalent GED).
- Construction skills such as carpentry, painting, and plumbing are a plus.
- Critical thinking and critical thinking skills for maintenance-related issues.
- Physical strength and dexterity to lift, move, and manage equipment.
- Ability to manage long hours of standing and walking.
- Good verbal and written communication skills for discussing issues.
- Ability to work in extremely hot or frigid conditions.
- Good organizational and time management skills.
- Ability to work independently.
- Flexibility to work extended hours, including weekends when required.

Apply: Applications are accepted by email or mail. Send your resume to Human Resources, Mississippi Food Network, PO Box 411, Jackson, MS 39205; ATTN: humanresources@msfoodnet.org with the subject line "Facility Maintenance Technician"

We are an equal-opportunity employer.