



The Gardenista

Job Description: Facilities Manager

We are looking for a manager who can oversee multiple teams servicing clients all over the Bay Area. You're the glue that holds our teams together. You'll help with managing our partners and making sure supplies and logistics are running smoothly. Must like dogs and have an eye for detail. You are a people person who likes to get things done.

A facilities manager performs a variety of work in the maintenance of GSF and client properties and grounds and performs related duties as assigned. She/he is a respectful team player with a positive attitude and has a continual desire to improve.

A facilities manager has a wide range of responsibilities, including:

Responsibilities:

- Maintaining and repairing equipment as needed.
- Conducting handy-person duties in the field and at the home office.
- Conducting errands as needed and as assigned on a daily basis
- Maintaining company vehicles, making sure oil is checked and changed and all urgent and regular needs get addressed.
- Restocking and management of fleets.
- Maintaining inventory of company storage and restocking.
- Troubleshooting *minor* maintenance problems involving electrical, structural, irrigation, and equipment repair as needed.
- Communicating supplies, equipment, and materials for projects.
- Ensuring that all garden tools are sharpened, maintained, and cleaned.
- Assisting with planning and executing garden construction projects
- Assembling and moving furniture, ladders, hanging pictures, plants, shelves, bulletin boards, moving and setting up necessary equipment.
- Painting shelves, interior and exterior walls.
- Using hand and power tools.
- Performing the responsibilities of gardener on an as needed basis.
- Performing a wide variety of tasks as instructed by leadership.
- She/he is able to stand, stoop, walk, lift up to 50 pounds and perform other similar actions during the course of the workday.

To be considered for this position, please email your cover letter and resume to careers@thegardenista.net.

The Gardenista employees have Respect – for self and others: We work to our potential and make sound, healthy decisions. We empathize with others. We practice kindness and compassion. We celebrate differences as strengths. We are active members of a community and live by our values.

Equal Employment Opportunity: The Gardenista believes that equal opportunity for all employees is important for the continuing success of our company. We will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: veteran status, marital status, physical or mental disability, race, age, color, religion, sex, sexual orientation, pregnancy, or national origin. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits and training.