

Facilities Director Position - The Jesuit Retreat Center of Los Altos

Responsibilities include:

- All basic plumbing, carpentry, electric, groundskeeping, and overall knowledge of facilities management
- Ability to maintain appropriate supply of materials and equipment to carry out the normal day to day operating and maintenance requirements, including ordering cleaning supplies and linens
- Coordinate group visits, welcome retreatants, handle retreatant room assignments and all retreatant requests, setup and needs while here
- Oversee preventive maintenance projects
- Conduct regular inspections of all facilities spaces and work with the Executive Director and admin staff to report, troubleshoot, and promptly address facilities issues as well as comply with legal requirements
- Oversee all State and County facility inspections
- Manage facility staff (Housekeeping and Maintenance) in training and conducting regular performance reviews
- Budgeting, staff development, including recruiting, hiring, and terminating

Additional Criteria:

- Must live onsite, room and board provided at the retreat center
- Flexible with all hours of work
- 5 years or more with relevant work experience
- Strong written communication, interpersonal and organizational skills
- Proficiency with computers and related software programs
- Ability to train, lead, motivate, and delegate to a team of employees
- Ability to work cooperatively and effectively with different personality types, other departments, vendors, and clients
- Proven dependability and hard-working
- Able to lift 50 lbs., climb ladders and comfortable dealing with heights
- Background checks required
- Salary: \$50,000 and up, depending on experience

For more information, send resume, or schedule for an interview, contact Fr. Chi Ngo, SJ at cngo@jrclosaltos.org