Facilities Position
2020-21

OUR MISSION:
Providing a safe, welcoming and inclusive space to traditionally underserved populations to come together as a community to provide children with a rich learning foundation.

OUR VALUES:
* High-touch approach to families * Community-building approach * Multicultural * Philosophy of Listening * Parents and caregivers do not feel they are being judged* Continuous Learning

LOTUS BLOOM RAPID RESPONSE STRATEGY II:
As Lotus Bloom enters a second phase of supporting Oakland families during the COVID-19 global pandemic, we will continue remote family navigation and online learning programs complemented by enrollment-only 3 day/week neighborhood based in person playgroups and family support programs.

POSITION PURPOSE:
The Operations Administrator at Lotus Bloom is to accomplish/achieve the following:

● Ensures the Health & Safety standards of the Lotus Bloom facilities are upheld and prepared for programming and business operations

● Reports to the Director of Program Operations

CORE CHARACTERISTICS FOR EFFECTIVENESS:
Distinguishing characteristics that enable this role to be very effective are:

● Strong organizational and communications skills

● Innovative self starter with a “can-do” attitude that seeks creative solutions

● Ability to represent and communicate the Lotus Bloom brand; working knowledge of Lotus Bloom’s quality standards

● Effective community organizer and relationship builder; demonstrated experience utilizing a strengths-based approach

● Takes initiative to identify any facility or building concerns

RESPONSIBILITIES:
Lotus Bloom’s mission is to provide a safe, welcoming and inclusive space to traditionally underserved populations to come together as a community to provide children with a rich learning foundation.

● Facilities Support maintains cleanliness and organization of areas as associated with sites. Facilities Support also assists with community or workshop event preparation.

● Deep cleans designated areas as needed per site requirement (community room, meeting spaces, office, etc.)

● Disinfects toys as needed per site requirement

● Cleans refrigerator as needed to per site requirement

● Cleans classroom kitchen area as needed per site requirement
● Dusts furniture in classroom as needed per site requirement
● Cleans main office as needed per site requirement
● Clean cubicle area as needed per site requirement
● Cleans waiting area as needed per site requirement
● Remove trash & recyclable items from classroom and office areas
● Set up a workshop room for collaborative meetings every month (i.e., table chairs etc.)
● Help set up for workshops (i.e., coffee/tea, water jug, cups/plates also prep food
● Clean “mouthed” toy bin weekly
● Clean floors, sweep, mop, vacuum

Site Specific Responsibilities:
Lotus Bloom:
● Sweep outside area and pick up trash/debris as needed

Room to Bloom:
● Maintains organization of storage and classroom once a month
● Provides access to building and gated areas
● Set up the workshop room for collaborative meetings every month (i.e., table chairs etc.)

School Readiness:
● Monthly cleaning at Garfield

Qualifications:
● Family Support is at the core of our mission and vision. We are seeking an individual who understands or has a working knowledge of Family Support and is passionate about empowering children and families through strength-based practices.
● Able to travel to Lotus Bloom, Garfield, and Allendale sites
● Able to lift 30 pounds
● Able to communicate with site supervisor and teaching staff about sites needs and issues

START DATE: August 10, 2020, 30 hours per week

COMPENSATION: $18.70 - $24.00 / hour *based on experience; Benefits Package includes Paid vacation, holidays, and sick time. Paid medical and dental benefits for full time employees (30+ hours per week).

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.