

## Lotus Bloom

555 19th Street, Unit 131  
Oakland, CA 94612  
510-735-9222  
www.lotusbloomfamily.org



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## Facilities Position

2020-21

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### **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.*

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### **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
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- **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

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- 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.