



Facilities Assistant I Job Description Apartment Shelter Program

Summary:

Family Promise of Greater Indianapolis (FPGI) is a partnership of congregations and community organizations responding to the crisis of children and their families who are homeless. The organization works to eliminate homelessness in Greater Indianapolis through our Apartment Shelter Program (ASP), Diversion, and AfterCare programs. The offices are located at the Day Center at 1850 N. Arsenal Avenue, Indianapolis, IN 46218. The Apartment Shelter Program is an innovative program to rent and furnish private apartments throughout Indianapolis and utilize them as emergency homeless shelters for families with a length of stay between 30 and 90 days.

The Facilities Assistant I is an hourly part-time position, requiring 15-20 hours per week. The goal of the position is to maintain the private apartments and furnishings in safe and decent condition for current and future guests through inspections, cleaning, stocking, and maintenance.

Responsibilities:

- Prepare residential units to be used as shelters for guest families:
 - Complete condition report and record video at lease signing and between guests;
 - Stock unit with donated housewares and furnishings using the Intake Inventory;
 - Coordinate delivery of furniture to new units with Mustard Seed (furniture bank), at times needing to help load and unload furniture into/out of vehicles and apartment units;
 - Clean or help coordinate volunteers to clean unit between guests.
- Receive and respond to maintenance requests from guests and staff for residential units:
 - Complete repairs on requests beyond normal wear and tear, coordinating entry to residential unit with guest; Typical repairs may include patching holes, snaking drains, plunging toilets, replacing screens, etc.
 - Submit requests for normal wear and tear issues as work orders to the property manager;
- Help conduct weekly inspections of the residential units for shelter program participants to ensure they are in safe and decent shape, sending any violations to the Program Manager.
- Organize Day Center basement for storing guest supplies, including stocking ongoing in-kind donations;
- Communicating any low supplies to the executive director a month before depletion so in-kind donations can be solicited and purchases minimized;
- Attend weekly staff meetings.
- Support Program Manager with drop-offs at residential units or other tasks as time allows.
- Other reasonable duties as assigned.

Requirements:

- Two years' experience in maintenance positions, preferably residential
- Ability to lift furniture and carry it up and down stairs, sometimes ten times in a day and up to 100 pounds.



- Valid driver's license and willingness to drive a large, 15-passenger van (no CDL required)

Benefits:

- Wage: \$15.00 per hour
- Health stipend of \$250/month (taxable)
- Retirement: 2% Employer match in SIMPLE IRA fund
- Mileage: IRS reimbursement rate per mile, plus use during work hours of organizational van
- Cell Phone: \$25/month towards personal plan

Apply: Learn more about the organization at www.fpgi.org and email resume directly to the executive director at mike@fpgi.org.