



## Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 900+ people strong and growing!

You could play a key role supporting the Facilities Division! Go to our job board to apply: [job board](#)

## The Facilities Specialist 1 job at a glance

### General Summary

Under immediate supervision, the Facilities Specialist I will provide facility operations support including conference room scheduling, set-up and breakdown, process incoming shipments of material, furniture, equipment and mail. The Facilities Specialist I will assist with: relocating items up to 50 lbs. in weight including furniture, boxes, equipment; delivering and transporting packages and mail to CCRC Sites, vendor offices, or retail stores; and facility improvement and/or maintenance projects. The Facilities Specialist I provides support with excellent customer service, proactive communication, and thoughtful responses to internal and external staff, clients, and/or vendors.

### Core Benefits!

- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
  - CCRC ***covers approximately 90-100% of employee and dependent*** medical and dental coverage, and **90%** vision coverage!
  - There are a variety of medical and dental plans offered.
  - Basic Life Insurance and Long-Term Disability paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
  - Upon meeting eligibility, employees receive a **5% contribution** and may participate in the **match of 50% up to the 1<sup>st</sup> 7% of deferrals**
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities for **learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture:** Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

## The Details of the Job:

### Essential Duties And Responsibilities

Within a team environment, this position will perform the following responsibilities:

#### General Facilities Support (50%)

- Day Porter duties, including but not limited to: Restock breakroom/ restroom supplies, maintain inventory of all consumable supplies, clean up spills, wipe all surfaces as needed including counters (i.e. kitchen, bathroom), tables, chairs, microwaves and/ or refrigerators, empty trash containers as needed and respond to emergency requests.

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- Perform cross functional tasks as requested by management such as relocation of computer peripheral and/or audio video equipment, assist in fulfilling print production requests.
- Assist with interoffice moves, including relocation of furniture, boxes, and supplies. This will also include relocation and installation of keyboard trays, display boards, pictures, etc., and furniture assembly as needed.
- Assist with minor Facility improvements, including painting, patching, upholstery cleaning, etc.
- Support the Facilities supervisor in lease improvement planning by researching local trade vendors, conducting vendor walk-throughs and obtaining quotes.
- Observe and respond to general office safety and security procedures; determine appropriate action and report potentially unsafe conditions. Participate in safety inspections at various facilities as needed. Participate as a member of the emergency response team.
- Actively and consistently support all efforts to simplify and enhance the customer experience. Respond to work order requests within standard timeframes of the Service Level Agreements.
- Ensure that office equipment is operational and properly maintained; trouble-shoot and follow up on problems as needed.

**Facilities Specialist will also support in the following functional areas as needed (50%)**

**Conference Room Liaising**

- Act as conference room liaison, coordinate reservations, inspect meeting rooms pre and post event to ensure room is ready for the next meeting, set up/break down of furniture, audio visual, communicate special needs or guest's requests and general meeting room supplies for all sites utilizing the internal scheduling system. Escalate operational challenges to supervisor as appropriate.

**Delivering**

- Process incoming and outgoing packages following standard protocols and procedures for: delivery, vehicle inspections, driving, safe lifting up to 50 lbs (including loading/ unloading from vehicle), and delivery log tracking.
- Ensure deliveries are made on schedule; proactively communicate potential barriers that may cause delays, schedule changes and other concerns to the supervisor and other staff as needed.

**Mail Processing & Shipping/Receiving**

- Process incoming and outgoing mail or packages received via standard mail or courier service following standard protocols and procedures for: sorting, inventorying, organization, delivery, departmental mail logs and reporting, and safety. Problem solve delivery issues with outside vendors.
- Efficiently operate mail service equipment and utilize the package tracking system.
- Satisfy service level agreements to ensure items managed by facilities is distributed to proper departments
- Verify and keep accurate, detailed records of incoming and outgoing shipments. Resolve discrepancies with Accounting regarding invoices, packing slips, and receiving reports. Monitor the flow of paperwork from Receiving to Inventory Control for timely data entry.

**Parking Monitoring and Reservation Liaising**

- Patrol assigned area on foot to ensure CCRC Staff compliance with existing parking regulations, issue citations to those violating the regulations, follow up as appropriate.

- Communicate with onsite security guards regarding guest parking reservations.
- Monitor and respond to “Parking Help” inbox requests.

## Non-Essential Duties And Responsibilities

These duties include tasks that are required and comprise less than 5% of daily functions for this job:

- Travel to all sites (Antelope Valley, San Bernardino, Chatsworth, and Victorville) as needed for Facilities support.
- Provide Facilities coverage as needed in Palmdale, Victorville, San Bernardino, Chatsworth locations.
- Participate in departmental, agency and professional meetings and workgroups, as assigned.
- May operate dolly, pallet jack, and/or forklift in loading and unloading supplies and equipment. May shrink-wrap pallets.
- Provide general clerical support and data entry services.
- Performs other special projects as assigned by the Facilities Manager
- All other duties as assigned.

## Job Specifications

### Minimum Required

- **Education:** High School diploma or equivalent required.
- **Experience:** 1 year of Facilities/ general office support experience required.
- **Professional/Technical Certifications:** n/a
- **Technical Requirements:**
  - Working knowledge and experience with computer programs, such as preventative maintenance programs, work order tracking, Microsoft Office Suite, Visio or other graphics software.
  - Experience in setting up audio visual equipment and computer peripherals; assessing/troubleshooting basic office equipment issues (i.e. copiers, multifunctional devices, fax machines, etc.)
- **Bilingual Required:** n/a
- **Behavioral:**
  - Good organizational skills; working knowledge of general office procedures.
  - Good verbal and written communication skills.
  - Strong interpersonal skills including; the ability to honor and maintain confidentiality.
  - Ability to maintain cooperative, diplomatic working relationships with co-workers, supervisors, the public, and vendors; work effectively as part of a team and collaborate with building management company and others responsible for the facility maintenance and safety.
  - Complete projects under tight deadlines even when there are competing requirements and changes in assignments.
  - Must be self-motivated and a self-starter; quick learner for a multifaceted business.
  - Must possess strong organizational, problem-solving skills with multi-tasking abilities in a fast-paced corporate environment.
  - Ensure adherence to all corporate, contractual, ethics and safety standards, policies and procedures, including professional behavior, attendance and dress code.
- **Travel:** Automobile, current auto insurance, current California Driver’s License and DMV clearance required. Minimal travel required within CA.
- **Work Schedule:** Full time. Must be available to work any day and be an on call representative for facilities. May need to respond to any emergency or maintenance situation as needed to maintain business operations.

- **Work environment:** Some office work environment. Some manual / physical work, sometimes indoors or outdoors. Must have the ability to regularly climb ladders and step ladders. Ability to occasionally push/pull up to 75 pounds and lift up to 50 pounds.
- **Background & Health Clearance Requirements:** As a grant-funded Agency supporting Children and Family Services, CCRC conducts background checks commensurate with the role to verify candidate qualifications (criminal history, employment history / experience, education, reference checks) and ensure grant compliance. Specific roles may have additional verification / clearance to the standard background check as part of the recruitment and selection process, including:
- **Live Scan Clearance / DOJ Fingerprinting:** For positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health and Safety Code Section 1596.871 and/or Head Start Program Performance Standards 1302.90).
- **Health Clearance:** For positions working directly with the public in a child/ community care or child / community care adjacent setting or working with “at risk” populations, CA Code of Regulations Title 22, §101216, CA Health and Safety Code 1596.7995, and/or Head Start Program Performance Standards 1302.93)
- **MVR / DMV Clearance (in accordance with CCRC’s liability insurance provisions):** For positions where driving is required.
- **Child Development Permit:** For positions working in an educational capacity (California Education Code Sections 44242.5, 44340, and 44341)
- **CPR / Pediatric CPR Certification:** For certain identified positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health & Safety Code 1596.865 – 1596.866)
- **Federal Debarment Checks:** For positions acting in a principal capacity to federal funds (Head Start Program Performance Standards 1304.11, Code of Federal Regulations Title 2 Grants and Agreements 2.180.320 and 2.180.995)

## Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

<b>Physical Activity</b>					
<b>Activity</b> List the number of hours spent performing the activity.	<b>Hours Per Day</b>				
	<b>NA</b>	<b>0-2</b>	<b>3-4</b>	<b>5-6</b>	<b>7-8</b>
<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Crawling:</b> Moving about on hands and knees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Crouching:</b> Bending the body downward and forward by bending the leg and spine.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Driving:</b> A car, truck, forklift or other types of moving equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feeling:</b> Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grasping:</b> Applying pressure to an object with the fingers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Physical Activity</b>					
<b>Activity</b> List the number of hours spent performing the activity.	<b>Hours Per Day</b>				
	NA	0-2	3-4	5-6	7-8
<b>Hearing:</b> Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Kneeling:</b> Bending legs at the knee to rest the body on the knee or knees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting (Light):</b> Raising objects from a lower to a higher location / moving objects horizontally from one location to another. <b>Lifting up to 30lb</b> objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting (Med):</b> Raising objects from a lower to a higher location / moving objects horizontally from one location to another. <b>Lifting 30lb – 50lb</b> objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting (Heavy):</b> Raising objects from a lower to a higher location / moving objects horizontally from one location to another. <b>Lifting 50lb+</b> objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pulling:</b> Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reaching:</b> Extending hand or hands and extending arm or arms in any direction.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Repetitive motions:</b> Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Sitting:</b> Particularly for long periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Standing:</b> Standing or staying on feet for sustained periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Stooping:</b> Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Talking:</b> Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Twisting:</b> Turning from right to left at the waist.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Viewing:</b> The ability to distinguish colors, read a VDT or other needs for depth perception.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Walking:</b> Moving about on feet to accomplish tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Notices

**Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.**

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

### Accommodations

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at [Recruiting@ccrcca.org](mailto:Recruiting@ccrcca.org).

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