



Job Description

Job Title: Seasonal Facilities Support
Department: Facilities
FLSA Status: Hourly Non-Exempt
Reports To: Facilities & Program Director
Prepared By: Facilities & Program Director
Prepared Date: 11/7/2025

Mission & Position Summary:

Founded in 1999, Bethlehem Inn is a community supported emergency shelter committed to providing a safe, secure and accountable environment for residents to meet basic needs and connect to community resources. Our goal is to support single adults and families in making life-affirming choices and measurable progress towards self-sufficiency. Bethlehem Inn provides emergency access to shelter and food in a safe, secure environment.

The primary responsibility for Facilities Support is to perform essential upkeep tasks throughout the facility. This position is responsible for a wide variety of activities such as repairs and cleaning to ensure that the facility is both tidy and functional. Being reliable and self-motivated with a keen eye for detail is essential. Teamwork and open communication between staff is essential in the success of Bethlehem Inn, its residents, staff, and volunteers. This promotes a healthy and fulfilling work environment.

Essential Duties & Responsibilities:

(Includes the following though other duties may be assigned)

- Compliance with fire and safety codes.
- Process donations.
- Organize and stock inventory.
- Ground maintenance will include shoveling snow, and general clean up of the grounds
- Commercial Laundry.
- Oversees general housekeeping, both internal and external.
- Able to move, lift, push and pull up to 50lbs or less several times a day.
- Able to assist in loading and unloading trucks.

Professionalism

- Sets and models high standards of honesty, integrity, and ethical behavior.
- Acts with a sense of reasoned urgency.
- Is adaptable and flexible and deals effectively with uncertainty.
- Represents self well with both internal and external customers in day-to-day interactions.
- Demonstrates effective and professional written and interpersonal communications skills.
- Deals effectively with conflict and works toward positive resolution.

Communication

- Maintains contact via walkie-talkie with front desk and other staff.

Planning, Coordination and Teamwork

- Works as part of a team to find solutions and takes initiative in finding other tasks that need to be completed to assist other team members.
- Nurtures positive optimistic attitude in the staff and communicates a sense of mission to the team.
- Ability to prioritize tasks and follow specific procedures.

Minimum Qualifications:

(Qualifications applicant must possess in order to be considered for the position; possible exception if an applicant possesses appropriate substitute qualifications)

- Demonstrated ability to work independently. Ability to appropriately assess a situation and take corrective action as necessary.
- Ability to prioritize tasks and follow specific procedures.
- Ability to write and speak clearly and concisely.
- Basic familiarity with computer programs such as Word and Excel
- High degree of discretion/excellent judgment.

Preferred Qualifications:

(Qualifications which are desired in applicants, however applicants without these qualifications will not necessarily be excluded from consideration if they possess minimum qualifications.)

- Reliable automobile transportation and a valid Oregon Driver's License and insurance.
- Experience with mechanized door hardware is a plus.

Physical Demands:

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- While performing the duties of this job, the employee is regularly required to sit; stand; walk; reach with hands and arms; and talk or hear. The employee is regularly required to lift up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- The work environment can be unpredictable depending on the time of day and resident activity. Bethlehem Inn is a fluid environment and a successful applicant should have the ability to think quickly on their feet and act with patience and compassion. Our residents are people with challenging needs often coming from chaotic circumstances. It is important for all staff to provide an environment of certainty and calm in what can sometimes be confusing situations.
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