

FACILITIES MANAGER VOLUNTEER POSITION

The facilities manager collaborates with the treasurer, administrative director, volunteer coordinator, and landlady as appropriate. He/she regularly checks the facility to make note of any repairs that need to be made, obtains approval for said repairs, arranges for them to be made, and supervises the repair work if needed. In the absence of a housekeeping volunteer, the facilities manager regularly inventories supplies and purchases replacements when supplies are running low. Maintains receipts and gives them to the treasurer for HoA's accounting records and any reimbursement that needs to be made. He/she also spot-checks the vacuum cleaner and communicates with the housecleaner about any housecleaning issues/needs.

In the absence of a housekeeping team, the Facility Manager:

1. Maintains an up-to-date inventory of supplies.
2. Ensures that supplies are promptly replaced as they are running low.
3. Launders hand towels and used loaner socks.
4. Provides support for special events by obtaining a list of items needed for such events and ensuring their procurement.
5. Submits purchase receipts to the HoA bookkeeper/treasurer for reimbursement.
6. Maintains the vacuum cleaner in good working order.

Supplies that require regular or semi-regular inventory include:

- Water (garrafon)
- Small paper cups
- Toilet paper and paper towels
- Hand soap and antiseptic gel
- Candles
- Matches/lighter
- Basic cleaning supplies and cloths
- Wastebasket and trash bags
- Stationery items (e.g., name tags, tape, envelopes, markers, pens, tablets)
- Food/beverage service supplies for special events (e.g., napkins, utensils, disposable plates/cups/bowls/utensils, assorted teas, coffee, creamer, sweeteners).
- Batteries for microphones and antiseptic wipes.