



Maintenance Specialist

The Maintenance Specialist is responsible for performing the upkeep of Wallingford Distribution Center, offices, and outside property. Responsible for general maintenance, repairs and upkeep of Connecticut Food Bank's facility. Perform custodial duties such as general cleaning of the warehouse and the operation of machinery as needed. Reports to the Food Safety and Compliance Manager.

Specific Duties and Responsibilities

1. Proactively support managers in maintaining a work environment that is safe for employees and food storage.
2. Perform food safety tasks and proper verifications, as assigned.
3. Assess and follow the preventive maintenance schedule and submit preventive maintenance reports.
4. Complete daily temperature control log as required.
5. Maintain operator manuals for equipment.
6. Maintain inventories and proper storage of chemicals, cleaning supplies, and equipment.
7. Maintain outside grounds, including but not limited to landscaping and snow removal.
8. Maintain exterior and interior of building and lots, including daily tasks and periodic maintenance.
9. Perform custodial services as needed, including training of personnel.
10. Complete and properly verify warehouse sanitation schedules.
11. Add support for set up and breakdown of special events.
12. Contact outside contractors as required for repairs & maintenance after obtaining manager approval.
13. Work with Transportation Department to perform light maintenance on company vehicles as required.
14. Perform general warehouse duties, as needed, and fill in for operational staff when necessary.
15. Operate and maintain machinery, including but not limited to the sweeper scrubber machine, cardboard bailer, or powered industrial trucks.
16. Coordinate special projects as directed by Management.
17. Be an active participant of CFB's Safety Committee.
18. Perform other related duties as assigned by Management.

Requirements/ Qualifications

- Ability to lift up to 60 pounds.
- Pallet jack/forklift certification.
- Preferred experience as a facility maintenance person or contractor.
- Custodial/janitorial experience.
- High School diploma or GED required.
- Candidate must have strong organizational skills.
- Must have reliable transportation and clean driving record.
- Must be a team player, self motivated and have demonstrated problem solving and decision-making abilities.
- Must be able to contribute to a positive work environment with commitment to social justice.

Send cover letter with salary requirements and resume to:
hr@ctfoodbank.org
203-469-4871 (fax)