



Findlay Market Facility Operations Associate Position Description

Overview of Facility Operations Associate (FOA)

The Facility Operations Associate is responsible for motivating the maintenance staff toward daily goals and tasks through hands on leadership. The FOA is also responsible for assisting the Facility Operations Manager in ensuring that the staff has what is needed to operate efficiently and effectively throughout the week.

Maintenance Associate Role Description

Findlay Market is Ohio's longest running public market and an historic landmark. The Facility Operations Associate is responsible for ensuring a clean, safe and welcoming environment for Findlay Market Shoppers, Merchants and Vendors.

The Facility Operations Associate will have the following detailed responsibilities:

Principal Duties & Responsibilities:

- Shift Supervision
 - Delegation of tasks to Maintenance Associates when Facility Operations Manager is not on-site
 - Internal and external point of contact during shift
- Security
 - Responsible for opening/closing market
 - Responsible for reviewing security cameras to support investigations
- Associate Hiring & On-boarding
 - Participate in interviews
 - Responsible for training new hires
 - Assistance with uniforms, keys, radios
- General Maintenance
 - Trash Removal
 - Grounds Keeping
 - Market House and Market District Cleaning
 - Daily maintenance of Public Restrooms
- Facility Operations Manager Support
 - Assist with product and supply inventory and ordering
 - Managing 3rd party suppliers, including Cintas, Dial One, Pest Management
- Projects & Activities
 - Assist with coordination of market projects
 - Point of contact for coordination of market events and activities
- Customer Service



- Interact positively with the public, market merchants and vendors

Values, Skills, Knowledge and Abilities:

- Comply with CFFM's personnel, safety, and corporate policies and procedures
- Person must be self-motivated, dependable, and good with people
- Must be at least 18 years of age, or 17 with High School diploma or GED
- Must pass drug test
- Provide own transportation to and from work
- Must be able to do physical work (lift up to 60lbs)
- Demonstrated ability to work in a proactively diverse and inclusive organization
- Ability to be on your feet for majority of the day
- Applicant must be able to work weekend and weekday hours

Application information

- Deadline to apply is Friday, March 2, 2018
- Applicants should send their resume and cover letter to: info@findlaymarket.org
- For questions, please email info@findlaymarket.org or call 513-744-8003