



**SAN ANTONIO AREA FOUNDATION
JOB DESCRIPTION**

DEPARTMENT HRLD	TITLE: Facilities Assistant	REPORTS TO: Facility Manager
DATE REVISED: March 2023	DATE EFFECTIVE: March 2023	EXEMPT or NON-EXEMPT? Non-Exempt

THE AREA FOUNDATION

The San Antonio Area Foundation has served as the sole, designated community foundation for the San Antonio area for over half a century, growing to become one of the Top 20 foundations in the nation based on asset size. The Area Foundation helps donors achieve their charitable goals, managing more than 500 charitable funds approaching \$1 billion in assets. Coordinating efforts with numerous area nonprofits, the Area Foundation serves as a collaborative leader, connecting donors to address key community issues and investing in our future. Since 1964, over \$400 million for scholarships and grants have been awarded to enhance the quality of life in our region. Learn more about your community foundation at saafdn.org.

Our core values: Excellence, Passion, Integrity, and Community.

SUMMARY OF RESPONSIBILITIES

The Facilities Assistant is a member of the HRLD/facilities team. The Facilities Assistant performs daily facility operations responsibilities to assist the Facility Manager and professional members such as, supervising the set-up/teardown of informal recreation activities, reservations and events, complete facility walkthroughs as well as complete headcounts. Facilities Assistant will assist with maintaining a safe and enjoyable facility environment, while serving as the first point of contact for patrons and access for the facility. Providing excellent customer service and support to patrons by providing conflict resolution, information about San Antonio Area Foundation’s programs, services, and facilities is also expected of a Facility Assistant. Other duties may be assigned.

COMPETENCIES/SKILLS

- **Must adhere to Core Values.**
- Maintain a strong knowledge of and enforce all guidelines and procedures.
- Be always an active representative of the facilities department.
- Ability to effectively monitor and communicate to members, guests, and staff.
- Punctuality, accuracy, and the ability to meet deadlines.
- Good oral and written communication skills; strong attention to detail.
- Ability to multi-task and think critically.
- Proficiency with Microsoft Office Suite, Word, and PowerPoint.

QUALIFICATIONS

- Diploma and/or GED **(Required)**.
- Minimum of two years’ experience in a similar field **(Preferred)**.



San Antonio Area Foundation
Where Giving and Community Connect

Position Responsibilities

- Serve as the assistant responder for emergencies, including supporting the completion of appropriate documentation and reports as detailed by Emergency Plan.
- Assist the Facilities Manager with completing daily set-up and teardown of facility equipment.
- Maintain facility equipment log sheet and tracking system.
- Perform daily tasks including headcounts, door checks, and space walkthrough to support the Facilities Manager on duty.
- Provide reservation and event support for internal and external events:
 - Perform reservation and event set-up/break down/changeover.
 - Crowd management
 - Customer service
 - Maintain facility access control related to events.
- Assist the Facilities Manager with providing customer service to all members and guests:
 - Answer questions relating to San Antonio Area Foundation's programs, services, and facilities.
 - Answer phone calls and transfer appropriately as needed.
 - Administer lost and found procedures.
- Maintain thorough knowledge of and monitor proper equipment use.
 - Accurately follow directions and diagrams
 - Complete event responsibilities in a timely fashion
- Maintain a strong knowledge of and enforce all guidelines and procedures.
- Be always an active representative of the facilities department.
- Provide general administrative and clerical support.
- Other duties as assigned.

PHYSICAL DEMANDS / WORKING CONDITIONS

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Employees must also be able stand for extended periods of time.

The San Antonio Area Foundation is an Equal Opportunity Employer.

Please send resumes and cover letter to aolinick@saafdn.org.