



Facilities & Logistics Specialist

the canby center
el centro de canby



***In God's love, we renew dignity and
inspire learning for youth and families.***

The Canby Center is a unique organization making an extraordinary difference in the Canby Community. We believe that every person is important to God and society. We support people in discovering their value, renewing their dignity, and inspiring them toward a future filled with hope. We are a faith-based, Christ-centered, relational community.



Facilities & Logistics Specialist Job Description

Position Title: Facilities & Logistics Specialist
Reports To: Director of Programs
Classification: Full Time, Non-exempt
Compensation: \$18-22 DOE

TO APPLY: Submit a cover letter and resume to employment@thecanbycenter.org. Resumes received without a cover letter will not be considered.

The Facilities & Logistics Specialist serves The Canby Center (TCC) staff, volunteers, and members by ensuring excellence in facility operations and logistical support. From managing facility and equipment readiness, to engaging volunteers, and moving a high volume of food and clothing donations, the Facilities & Logistics Specialist will be a self-starter, detail oriented, and the resident TCC safety champion.

Food and Clothing Logistics – 80%

- Unload donations, ensuring they are weighed, logged and stored properly
- Maintain professional and responsive relationships with TCC partner agencies, donating business partners and facility/equipment vendors
- Pick-up food at various locations in TCC van
- Organize, clean and maintain the garage, Community Share and storage areas.
- Collaborate with Thriving Together program lead to make food receiving and distributing decisions
- Manage set up and clean up of Harvest Share distributions (Tues., Thurs., Sat.)
- Provide training, scheduling and direction to volunteers in facilities/logistics tasks
- Be an active member of TCC's cross-functional staff team

Safety and Cleaning – 15%

- Maintain relevant certifications in food handling and equipment safety
- Identify unsafe conditions, report and repair them as needed
- Manage the regular upkeep and maintenance of TCC equipment (forklift, pallet jack, refrigeration units, sprinkler systems, van and the like)
- Ensure all bathrooms, kitchen, large room, storage and sorting areas remain clean and welcoming
- Identify and restock bathroom and kitchen supplies as needed
- Proactively communicate product restocking needs with reception for ordering
- Manage yard & parking lot maintenance

Other support – 5%

- Assist with TCC events as needed
- Other duties as assigned

Skills and Capabilities

- Ability to self-start and self-direct attention to facility needs
- Must be available on Saturday mornings to assist with Harvest Share
- Forklift experience a plus
- Bilingual a plus, not required
- Valid Driver's License and clean driving record
- Proficiency in basic computer applications
- Compassion, empathy and strong interpersonal skills to communicate with community members
- Patience and composure when faced with challenges
- Ability to prioritize and re-prioritize as situations and needs change throughout the workday
- Ability to work well with diverse groups of people
- Willingness to adjust hours to accommodate the needs of the job
- Ability to effectively manage a wide array of tasks, projects, and responsibilities
- Ability to work productively in a fast-paced environment with frequent interruptions

Work Environment/Environmental Condition:

Office, garage and storage unit environments, with local travel.
Must be able to lift 50 lbs.

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a Christian faith-based nonprofit, and that employees, by the pattern of their lives, serve as role models to our participants, the job descriptions for all employment positions at TCC contain the following statements relating to requested personal qualities.

General Employment Requirements:

- The employee will have received Jesus Christ as his/her personal savior, John 1:12
- The employee will be in agreement with TCC's doctrinal statement
- The employee will believe that the Bible is God's word and standard for faith and daily living, II Timothy 3:16-17
- The employee will be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for morality and sexual conduct, I Timothy 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, I Thessalonians 2:10 and 5:22.
- The employee will be a regular participant in an Evangelical church