



**RAVENSWOOD FAMILY HEALTH CENTER**  
JOB DESCRIPTION  
**FACILITIES WORKER**

**SUMMARY:**

Under direct supervision, s/he is responsible for assisting in all facilities department services including but not limited to pick up and delivery of supplies, equipment and food to RFHC buildings or clients, escorting employees to their vehicles when requested, responding to and completing building maintenance and repair requests, setting up/tearing down conference rooms, moving furniture and keeping RFHC grounds in safe and clean condition and daily janitorial duties.

**DUTIES AND RESPONSIBILITIES:**

*To be conducted in accordance with all RFHC Policies and Procedures*

- Collects mail and interdepartmental correspondence and distributes amongst the RFHC Buildings on a daily basis
- Transports mail, equipment, food and/or supplies between RFHC sites and to outside agencies, including but not limited to:
  - San Mateo County Offices
  - Lucile Packard Children's Hospital
  - Various County Clinics
- Purchases and delivers goods and materials as directed
- Responsible for packing, moving and transporting boxes, furniture, etc between RFHC locations
- Assists with maintenance and repair work
- Assists with setting up and tearing down events as directed
- Assists with janitorial work on a daily/weekly basis
- Assists with maintaining storage areas, facility equipment and tools in a clean and orderly working condition
- May be called upon to perform a variety of manual and/or clerical duties
- Must participate in all Disaster Preparedness activities and organizational All staff meetings
- Other duties as assigned and requested

**QUALIFICATIONS**

- Possession of a valid California Driver's License and clean driving record
- Must enroll in the PULL DMV program on behalf of Ravenswood
- Ability to take direction from RFHC managers
- Experience providing physical security for buildings and people and parking management preferred
- Understands boundaries of position, able to seek appropriate assistance from managers and or public safety officers in the event of a crisis.
- Demonstrated communication skills – able to speak politely and courteously to clients and staff
- Ability to work independently with little instruction and cooperatively as a team member

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to sit, walk, use hands and fingers to operate a motor vehicle as well as computer keyboard, mouse and telephone keyboard; and the ability to speak and hear. The employee must also be able to bend, lift and/or move up to 50 pounds.

Submit resumes to:  
[resumes@ravenswoodfhc.org](mailto:resumes@ravenswoodfhc.org) OR  
FAX 650-321-8576