



**Ronald McDonald
House Charities®**
Kentuckiana

www.RMHCK.org · 502-581-1416
550 S. First Street · Louisville, KY 40202

FACILITIES ASSISTANT

Reports to: Director of Facilities
Schedule: Monday – Friday
Salary range: \$14.50 / HR
Status: Hourly, Non-Exempt
Benefits: Comprehensive benefit package. Professional development and training. PTO.

A great job opportunity at a place that is listed as one of the Best Places to Work in Louisville. If you are a hard and dedicated worker that is just starting out and wanting to learn or looking for a stable work environment, this is the job for you.

The ideal candidate will have good people skills, an interest in everything technical and mechanical, have an eye for detail, and be comfortable with doing different things from day to day.

If you are interested, email your resume to Ed Sinkhorn, ed@rmhck.org. We look forward to seeing how you can contribute to supporting families staying at Ronald McDonald House Charities of Kentuckiana.

INTRODUCTION

Ronald McDonald House Charities of Kentuckiana (RMHCK) believes that families who must travel to Louisville with their sick children should have a safe and secure place nearby where they can receive comfort, kindness and rest without being overburdened by expense. This is your opportunity to support the families we serve by helping us increase community awareness of RMHCK and grow our donor support to provide the resources needed to deliver our mission.

Since 1984, we have been providing premium services to our guests by offering:

- A 24/7 facility with 56 guestrooms
- Free gated parking for guests and employees
- Keyless security system throughout
- Free meals prepared in the main dining room by volunteer groups 1 – 2 times per day
- Kitchens on every floor with cabinets stocked with food donated by the community
- Free laundry facilities
- Free toiletries and other household items
- Books, movies, games, play equipment and activities
- Respite rooms/areas in three area hospitals

MISSION

To provide the home and support that allows families to stay together while they focus on the healing of their sick children at a critical time.

Keeping Families Close



CORE VALUES

We Put Families First – We show we care by providing compassionate and friendly service.

We Give Our Best – We are committed, accountable, and resourceful; we grow ourselves, our services, and the mission of RMHCK.

We Collaborate – We think WE before ME, working together as a team, and with community partners, to deliver our mission.

We Celebrate – We work hard for success, have fun along the way, and celebrate our victories.

KEY COMPETENCIES

Values & Trust – Keeps the mission and priorities of RMHCK first and foremost when making decisions that impact our service to families. Acts with honesty and integrity in all matters. Treats others fairly. Represents RMHCK well in all deeds and actions.

Compassion - Acts in a caring and inclusive way towards all guests, volunteers and coworkers, regardless of relationships to them and without regard to any individual differences.

Adaptability – Is open to and embraces change and new ideas. Demonstrates flexibility in doing things differently. Is able to adapt quickly without reservation. Is supportive and consistently reliable to execute changes in methodology or process.

Learning on the Fly - Learns quickly when facing new projects. Is eager, curious and asks questions. Takes notice of the environment and how it can be improved. Is willing to try new things.

Problem Solving - Can find effective solutions to problems; demonstrates ownership, is proactive and resourceful. A creative thinker who can carefully analyze a situation and has the determination to resolve issues effectively.

Professional Development - Is personally committed to and actively works to continuously improve themselves by learning from assignments on-the-job, peers and other social networks, and professional/personal training and coursework.

RESPONSIBILITIES

The Ronald McDonald House is a 56-guest room facility where families of children receiving medical treatment stay while in Louisville. It is our mission to help make this their “Home away from Home” and make it as comfortable as possible.

Your responsibilities in this would include:

- Daily maintenance of the grounds and building (lighting, etc.)
- Monthly Life Safety Inspections
- Regular preventative maintenance on appliances and equipment



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- Upkeep of Guest Rooms / Filter changes
- Working and reporting directly to the Director of Facilities

This list is not exhaustive, but a general idea of day-to-day activity.

SKILLS AND QUALIFICATIONS

- High School Diploma or GED
- Very good people skills are a requirement
- Technical skills or training are a plus
- Painting skills are a plus
- A willing spirit to learn
- Flexibility to be able move quickly from job to job
- Willing to attain OSHA 10 and OSHA 30 certification within a reasonable timeframe (RMH will pay for this)
- Team player that eagerly collaborates with and works with other staff, board members, donors, and RMHCK families.