



Director of Facilities

Isabella Freedman Jewish Retreat Center is a year-round 180-person retreat facility that is located in Falls Village, CT.

Hazon is the largest faith-based environmental organization in the U.S. and is building a movement that strengthens Jewish life and contributes to a more environmentally sustainable world for all. We are based in New York City, the Isabella Freedman Jewish Retreat Center in Falls Village, CT, and Detroit, MI.

This full-time position will be responsible for the overall facilities of the Isabella Freedman Jewish Retreat Center and will report to the Managing Director of Operations. This position requires a flexible schedule including nights, holidays, and weekends. Local or on-site residence is highly preferred.

Responsibilities include:

- Direct and supervise maintenance and housekeeping staff in accordance with policies and procedures – identifying and correcting problems and responding to staff and guest requests and questions – to ensure quality service.
- Maintain all grounds, buildings, vehicles and work performed in accordance with governing bodies and codes. Work in all areas of the property, both inside and outside, including in inclement weather.
- Maintain and carry out current safety and security standards.
- Maintain relationships with outside vendors, subcontractors, and local governing agencies. Hire and supervise outside contractors.
- Interview, hire, train, motivate and support employees in the maintenance and housekeeping departments. Counsel, coach, discipline and document performance for direct reports. Recognize and reward superior performance.
- Conduct all meetings pertaining to maintenance and housekeeping. Submit all reports and memos to appropriate parties. Participate in all managerial meetings and functions.
- Develop property operations budgets, forecasts and utility accruals. Provide input on priorities for capital improvements and budget.

- Work closely with the Human Resources department to maintain personnel records pertaining to maintenance and housekeeping. Receive and process confidential mail and sensitive personnel information.
- Respond to any reasonable task as assigned by the Managing Director of Operations.

Qualifications:

- High school diploma or equivalent.
- Vocational or technical training preferred.
- Minimum four years experience in a similar position in the hospitality industry.
- Minimum four years previous management experience.
- Ability to use hand tools and power tools, including snow-removal and landscaping equipment.
- Must be able to work at various heights on ladders, roofs, etc. Some work may be in confined spaces.
- Knowledge in basic HVAC, electrical, mechanical and plumbing.
- Understanding of office equipment.
- Keep confidential information.
- Computer literacy.
- Ability to conduct meetings, communicate well, etc.

How to Apply

To apply, send a resume and cover letter to jobs@hazon.org with “Director of Facilities” in the subject line. Applications will be reviewed on a rolling basis starting July 13, 2020.

Salary range is \$60,000-\$65,000 commensurate with experience, including benefits package. Housing is available.

Hazon is strongly committed to equal employment opportunities for all individuals. Hazon will make all employment decisions for staff and applicants without unlawful discrimination as to race, creed, color, national origin, gender identity and expression, age, disability, marital status, sexual orientation, alienage, citizenship or any other basis protected by law. This policy applies to all terms and conditions of employment including but not limited to recruiting, hiring, compensation, training and development, benefits, promotion, demotion transfer, discipline or termination. All Hazon staff, regardless of position, are expected to maintain and live up to the true meaning of nondiscrimination.