

# Facilities Team Member (Part-Time • In-Person) 2 Roles

**Job Overview:** Facilities Team Members are responsible for the overall cleanliness, safety, and basic functionality of the Paradigm Place building. Their work includes routine cleaning of common areas, restrooms, and back-of-house spaces; monitoring and restocking janitorial supplies; handling light maintenance tasks; and coordinating with external contractors for repairs beyond their scope. They also support the basic care of shared equipment and technology devices in public spaces (such as checking display screens, outlets, and fixtures) and promptly flag any issues to the Operations Lead. These roles are scheduled in staggered shifts to ensure coverage across operating hours.

## Responsibilities

- Perform daily cleaning of common areas, restrooms, entrances, and back-of-house spaces to maintain a safe and welcoming environment.
- Empty trash and recycling, manage waste collection points, and ensure proper disposal procedures are followed.
- Monitor and restock janitorial and restroom supplies (e.g., paper products, soap, cleaning materials).
- Handle light maintenance tasks such as minor repairs, replacing light bulbs, tightening fixtures, and basic touch-ups.
- Conduct regular walk-throughs to check for safety or maintenance concerns, including floors, exits, and high-traffic zones.
- Support basic care of shared equipment and visible technology devices (e.g., checking that screens, outlets, and fixtures are secure and functioning) and promptly report issues to the Operations Lead.
- Coordinate with external contractors and service providers for repairs beyond scope, including meeting them on-site when needed.
- Follow all safety guidelines and report any hazards, incidents, or unusual conditions immediately to leadership.

## What We Offer

- A chance to be part of the launch team for a new community-focused grocery and retail hub.
- Direct experience in retail operations, customer service, and multi-vendor environments.
- A mission-driven setting centered on fresh food, local business, and community impact.
- Opportunities for additional hours and growth as Paradigm Place expands.

## Compensation & Schedule

- **Hourly Rate: \$20.00 per hour**

- Part-time, staggered shifts to ensure coverage during store hours
- Role will be reviewed quarterly based on:
  - Store growth and traffic
  - Performance and reliability
  - Evolving operational needs

## Qualifications & Experience

- Experience in facilities, janitorial, maintenance, or building services is preferred but not required; training can be provided for the right candidate.
- Ability to perform physical tasks, including standing for extended periods, bending, lifting, and moving equipment or supplies with reasonable accommodation.
- Strong attention to detail and a commitment to cleanliness, safety, and professionalism.
- Reliable, punctual, and able to work independently with minimal supervision once trained.
- Comfortable working around the public in a busy retail and food environment.
- Basic comfort with simple checklists and communication tools (e.g., text, email, or task apps) after training.
- Must be available for in-person work in Braddock, PA, including some evenings or weekends as needed.

## How to Apply

### To apply, please submit:

- Your resume (or a brief work history)
- A short statement or cover note explaining:
  - Any experience you have with cleaning, facilities, or maintenance work
  - Why you are interested in working at Paradigm Place
  - Your general availability (days/times)

Send materials to: [pgteam@paradigmglobalinnovations.com](mailto:pgteam@paradigmglobalinnovations.com) with the subject line:  
**“Application – Facilities Team Member, Paradigm Place – [Your Name]”**

**Deadline - January 9, 2026.**