**Peerless Coffee & Tea**

**Job Description: Maintenance Assistant**

**Department: Facilities**

**Reports to: Facilities Manager**

**Classification: Non-Exempt Regular Full Time**

Peerless Coffee & Tea is a third generation, family owned and operated business. We are a craft coffee roaster and specialty tea purveyor located in the Jack London Square area of Oakland within a short walking distance of BART. We are celebrating our 94th year as a gourmet coffee roaster!

We are looking for a Maintenance Assistant whose main responsibility is to work with the Facilities Manager and management on projects to maintain building and equipment for Peerless.

**General Responsibilities:**

* Perform as directed or scheduled all equipment repairs and preventive maintenance, custodial, and building facilities maintenance and repairs.
* Operate and repair all production, distribution, shipping, and facilities equipment from small grinders to large packing machines. This may include putting film on a machine, adjusting the machine, maintaining the machine, change overs, and setting up. Communicate repair information to users. Escalate to Facilities Manager any repair that needs outside vendor assistance.
* Perform the following
  + Troubleshoot and Repair
  + Electrical
  + Carpentry
  + Construction
  + Welding
  + Plumbing
  + Painting
* Practice Peerless and OSHA safety policies and procedures, and Safety, Health and Environment (SHE) guidelines.
* Assist in enforcing personnel safety and company protection activities.
* Keep tools, parts and supplies organized. Inform Facilities Manager of any needs.
* Other duties as required.

**Requirements:**

* Three years’ experience in facilities and plant maintenance.
* HS Diploma/GED required. Some industrial certification preferred.

## Knowledge of small and large manufacturing equipment maintenance and repairs, electrical, carpentry, construction, welding, plumbing and painting.

* Ability to take several jobs, prioritize and complete them in the order needed.
* Ability to make sound judgment on equipment repair value vs replacement value.
* Must be able to lift up to 50 lbs. unassisted, and utilize equipment (e.g., hand truck, pallet jack, forklift) or seek team assistance for heavier weight.
* Good organization and time management skills. Must be willing to work overtime and weekends on short notice.
* Excellent written and oral communication and interpersonal skills.
* Possess a positive attitude and be responsive to urgent needs.
* Knowledge of coffee roasting and/or manufacturing equipment a plus.
* Prior forklift certification.

Due to the volume of applicants, only those qualified will be contacted. Employment is dependent on passing a drug test and background check. Employees must be eligible to work in the US. Peerless does not sponsor work visas. Peerless is an equal opportunity employer.