

Facilities Manager Position Profile

POSITION/TITLE: Facilities Manager

REPORTS TO: Facilities Director

LOCATION: Kirkland, WA

ORGANIZATION: Privately held, family owned restaurant with 25 multi state locations across the Pacific Northwest. Committed to offering quality and value, locations have become the go-to destinations for fresh Northwest seafood. They champion an inclusive environment and are an equal opportunity employer.

POSITION PURPOSE & RESPONSIBILITIES:

RESPONSIBILITIES:

Project Management:

- Manage and oversee multiple projects from inception to completion, coordinating effectively with Facilities Director, Operations Directors, General Managers, Regional Chefs, Chefs, and sub-contractors.
- Develop and monitor project schedules, organize materials, generate purchase orders, and ensure all tasks align with project scope and deadlines are met.
- Validate sub-contractor estimates and bids, handle project buyouts, and monitor subcontractor progress according to the plan.
- Perform maintenance auditing for timeliness and effectiveness.

Budgeting & Financial Management:

- Collaborate with the Facilities Director to forecast and submit budgets for approval. Monitor expenses to ensure they align with the approved budget and mitigate project risks.

Safety & Compliance:

- Actively address all site occupational health and safety concerns to reduce accidents and downtime.
- Stay informed about public agency documentation requirements, including state elevator inspections, city backflows, Tegriss, and city fire suppression/inspection certifications.

Communication & Team Management:

- Regularly update the management team about significant work progress and challenges.
- Efficiently respond to and address all facility-related emails and helpdesk queries.

- Collaborate with the Facilities Director to nurture a cohesive and effective team.
- Uphold the company's reputation in all professional communications and transactions.

QUALIFICATIONS:

- 3+ years in project and/or facilities management associated with kitchen and or restaurant setting (required).
- 3+ years as a Facilities project manager in a restaurant and/or kitchen setting.
- Proficiency in organizing resources and leading teams.
- Computer skills: Microsoft Office suite and construction project management software.
- Bilingual in English and Spanish (preferred).
- Willing to travel between our 25 locations, mainly in Western Washington (80%) of the time.
- Participate in an on-call rotation for emergencies.
- Physical capabilities: lifting, walking, standing, climbing, and adapting to office environments.
- Familiarity with HVAC, refrigeration, carpentry, plumbing, electrical, drywall/paint, tile/grout, and equipment repair.

Requirements:

- Authorization to work in the United States.
- Clean driving record.
- Clear background check and drug test.

Schedule:

- On call with weekends as needed

Work Location:

- In person at 25 locations throughout Washington, Oregon (Bend), and Idaho (Coeur d'Alene and Boise).

COMPENSATION:

Outstanding benefits and comp DOE, Vehicle included

- Salary: \$75,000 - \$95,000 (based on experience)
- Benefits include medical, dental, and vision (after 30 days), EAP, vacation and sick leave accrual, 401k program (after 1 year), 8 paid holidays, meal discounts, and a company car.
- Full-time role with on-call and potential weekend duties.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Employee discount
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

For consideration and additional information please contact:

Kim Finch Cook Executive Recruiters, Inc.

Kim@kfcook.com

www.kfcook.com