

Job Title: Facilities & Maintenance Coordinator

Location: ICF Facilities – Masjid Zakaria & ICF Irvington (Fremont, CA)

Job Type: Full-Time

Pay Range: \$20–\$25 per hour (based on experience)

Job Summary

This is a full-time, hands-on role responsible for the daily care, readiness, and upkeep of **ICF Facilities**, including Masjid Zakaria and ICF Irvington.

The role ensures that the facilities are clean, safe, well-maintained and ready for daily prayers, classes, meetings and community events. The role includes ensuring cleaning, setup, regular facility upkeep, basic hands-on maintenance work, facility Security and support during prayer times.

The role requires regular onsite presence, practical facility experience, attention to detail, and the ability to work respectfully within a mosque and community environment while supporting smooth and safe operations across all ICF Facilities.

Job Responsibilities

Daily Facility Operations

- Make sure ICF Facilities are ready for all scheduled prayers, programs, meetings, and events.
- Be present at ICF Facilities during assigned times and scheduled activities.
- Prepare facility before activities and clean and reset them after.
- Make sure facilities are clean, safe, and in good condition at the end of the day.

Facility Care, Maintenance, and Upkeep

- Perform regular facility upkeep to maintain a clean, functional, and well-maintained environment.
- Carry out basic hands-on maintenance and minor repairs as part of daily facility care.
- Minor repair work may include small fixes or adjustments related to doors, locks, fixtures, lighting, plumbing issues, furniture, and general wear-and-tear items.
- Perform basic preventive maintenance checks, including checks of lighting, restrooms, doors, and AV equipment used regularly.
- Identify issues early and report larger, safety-related, or specialized repair needs and assist with vendor coordination as instructed.

Event and Program Support

- Support Friday prayers, classes, meetings, and community events.
- Set up and support audio/video equipment for programs and events, such as microphones, speakers, projectors, screens, and basic connections.
- Perform basic AV checks and troubleshooting before and during events to ensure smooth operation
- Assist with room setup, crowd flow, parking, and general safety during large gatherings.
- Help with weekend and special programs across ICF Facilities.

Prayer-Time Support

- Support prayer-time readiness so prayers can begin on time and in an orderly manner.
- Coordinate with ICF leadership regarding prayer-time needs when required.
- Maintain appropriate conduct, respect, and decorum while performing prayer-related duties.

Safety, Security, and Readiness

- Follow all safety and security rules, procedures, and facility guidelines.
- Monitor the premises for safety or security issues and report them immediately.
- Support basic access control, crowd management, and incident response in coordination with leadership or security partners.
- Help keep ICF Facilities peaceful, respectful, and orderly at all times.

Supplies, Tools, and Coordination

- Track cleaning, maintenance, and facility supplies.
- Refill supplies and report low stock when needed.
- Properly use and take care of facility tools and equipment.
- Maintain a simple list of maintenance issues and follow up until items are resolved.

Who We Are Looking For

- Someone with prior experience working in a masjid, community center or similar setup.
- Someone familiar with prayer schedules, mosque routines, and community events.
- Someone with hands-on experience in facility upkeep, minor repair work, basic AV setup, and day-to-day facility security oversight.
- Someone reliable, responsible, and comfortable being present in busy community spaces.
- Someone who works well with community members, volunteers, vendors and leadership.

Requirements

- Prior experience in facility operations, maintenance, janitorial work, or site support is required.
- Experience working in a masjid, religious facility, or community center is strongly preferred.
- Ability to perform basic maintenance, minor repairs, basic AV setup, and routine security checks independently.
- Basic understanding of building systems (lighting, plumbing, heating/cooling, AV, and security systems) and knowing when to call a professional.
- Ability to work during prayer times, Fridays, evenings, and weekends.
- Ability to stand, walk, lift, and move furniture, tools, or equipment as part of daily work.
- Ability to communicate clearly in English.
- Ability to travel between Masjid Zakaria and ICF Irvington as scheduled.
- Ability to provide references from prior relevant work.
- **Employment is subject to successful completion of a background check, in accordance with applicable laws.**

How to Apply

Please send your name, phone number, and work experience (resume if available) to:

Email: operations@icfbayarea.com

Subject: Facilities & Maintenance Coordinator – ICF Facilities

Applications will be reviewed as they are received.