



ZAKAT
FOUNDATION
of AMERICA

The Leader in Empowering Lives Through Zakat

Facilities Maintenance Worker & Driver - ZFA New Jersey Office

Job Description

Zakat Foundation of America (ZFA) is an international charity organization that helps generous and caring people reach out to those in need. The Facilities Maintenance Worker/Driver of ZFA New Jersey Office reports to the US Development & Fundraising Director, Raza Farrukh. The Facilities Maintenance Worker/Driver is responsible and dependable person to support logistics, distributions, and operational needs across our programs. This role is hands-on, mission-driven, and essential to ensuring our community service efforts run smoothly. The Facilities Maintenance Worker/Driver will work closely within the region with New Jersey office staff and ZFA HQ facilities manager.

Key Responsibilities:

- Safely drive the ZFA New Jersey van for supply pick-ups, deliveries, and distribution events.
- Assist with loading, unloading, and transporting heavy boxes, supplies, and equipment.
- Support setup and cleanup for packing events, distributions, and community programs at Yusuf Islahi Center.
- Manage Jumu'ah tabling when needed (setting up tables, banners, materials, and representing ZF professionally).
- Help maintain organization of storage areas, event equipment, and distribution supplies.
- Coordinate with external vendors and service providers as needed (e.g., landscaping companies, maintenance contractors).
- Support general logistic tasks to ensure smooth operations during busy weeks or large events.
- **Basic maintenance:** Replacing lightbulbs, unclogging sinks, or reattaching a loose door handle, etc.
- **Basic janitorial duties:** cleaning and sanitizing surfaces, emptying trash and recycling, and performing floor care like sweeping, mopping, and vacuuming when needed.
- **General facilities support:** putting up shelves, assembling furniture, public safety check of building.

Requirements

- Valid driver's license and comfort driving a van.
- Ability to lift and move heavy boxes and equipment, up to 50 lbs.
- Dependable, punctual, and able to work independently when needed.
- Strong sense of responsibility and alignment with ZF's values of service and dignity.



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- Exceptional ability to work independently as well as in a team setting.
- The ability to effectively manage a variety of external relationships.
- Solid organizational skills with the ability to multi-task, set priorities, effectively manage time and meet deadlines.

Environment

- Position requires and regular phone and computer use.
- Workplace is smoke-free and drug-free environment.
- Travel throughout the state of New Jersey, and from time to time to other states as needed, to present, promote and support ZF programs and projects.
- Equal opportunity employer.