

UNION SETTLEMENT

Job Description

Position: Maintenance Worker, Washington Community Center
Department: Facilities
Reports to: Director of Facilities
Hours: Full-time
FLSA: Non-Exempt

Position Summary:

Provide a clean and healthy environment for staff and clients.

Responsibilities:

- Clean all offices, suites daily. This includes, but is not limited to the following daily tasks of sweeping all , hallways and offices, mopping the common areas and bathrooms, cleaning all bathrooms and kitchen areas, dusting furniture, equipment and windows, and garbage removal.
- Set up and break down classrooms, dining areas, or Education Center for events.
- Maintain building perimeter (i.e. sweep clean of all debris, etc.).
- Organize and maintain all cleaning supplies, as well as all maintenance supply closets in the offices. Submit requests to Director of Facilities for cleaning and other office supplies as needed.
- Assemble, re-organize, or move furniture and equipment as needed.
- Strip, wax, and refinish floors as necessary.
- Clean and maintain all equipment, such as A/C units, water coolers, etc.
- Paint offices and common areas as needed.
- Additional duties as assigned by supervisor, Director of Youth Services, and the Assistant Director of Youth Services

Qualifications:

- High School Diploma or GED.
- Knowledge of office building cleaning practices, procedures, supplies, and equipment.
- Ability to follow directions and work with minimal supervision.
- Ability to use cleaning supplies and equipment economically and efficiently.
- Ability to lift and carry cleaning supplies, tools, furniture, and equipment.
- Organizational and time management skills.

To Apply:

Please send Cover Letter, Resume, Salary Requirements, and References to:

hr@unionsettlement.org

Please indicate Maintenance Worker, in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER