

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Security/Maintenance
Department: Senior Services
Reports to: Senior Center Coordinator
Hours: Full-Time
FLSA: Non-Exempt

Position Summary:

Under the supervision of the Coordinator, the Security/Maintenance worker is responsible for the security of the building and for receiving visitors to the center. He/she will also assist with the cleaning and overall maintenance of the facility.

Responsibilities:

- Opening of the building and up keeping of keys to the building.
- Keep entrance clean/clear and moving so those entering the building will go to the right program.
- Assist with kitchen garbage removed daily before end of shift.
- Assist with the maintenance of all cleaning equipment.
- Clean and sanitize all bathrooms, including floors, fixtures, and walls daily. Ensure all bathrooms have the necessary supplies in good quantity (toilet paper, soap, paper towels, etc) as needed.
- Assist office and kitchen staff with regular cleaning of those spaces as requested.
- Monitor light fixtures daily and replace bulbs when necessary.
- Monitor and keep a log of working status of carbon monoxide detectors and fire extinguishers weekly.
- Maintain and repair all fixtures. Contact New York City Housing Authority maintenance staff for assistance, if necessary.

- Spot clean and maintain walls as needed or when directed.
- Assist kitchen staff with maintenance of trays and tables when meals are being served, as needed.
- Assist Coordinator with direct supervision of community service volunteers, including delegating certain tasks listed above to the volunteers.
- Assist Coordinator by monitoring and reporting performance levels, absenteeism, and tardiness of community service volunteers.
- Additional duties as assigned by supervisor.

Qualifications:

- High school diploma or GED.
- Demonstrated experience as janitor or maintenance worker.
- Ability to stand and work for long hours.
- Ability to lift up to 40 pounds.
- Good organizational ability, time management, and interpersonal skills.
- Good written and oral communications skills.
- Desire or interest in working with aging populations.
- Bilingual (English/Spanish) a plus.

To Apply:

Please send Cover Letter, Resume and 3 Professional References to:

seniorservicescareers@unionsettlement.org. Please indicate Security/Maintenance in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER