



## **MAINTENANCE WORKER (Part-Time) JOB DESCRIPTION**

### **Position Summary:**

The Maintenance Worker will work under the supervision of the Program Director of the Allen Women's Resource Center and/or a Social Work Supervisor. The Maintenance Worker will be responsible for maintaining the cleanliness of the center. Duties include sweeping, mopping, vacuuming floors, sanitizing restroom facilities, and collecting trash to ensure the center's residents have a clean space. The Maintenance worker will be responsible for cleaning, sanitizing, and rearranging the room after a family moves out of the center. This will include moving heavy furniture and replacing mattresses and mattress coverings. The Maintenance Worker must demonstrate attention to detail and the physical strength necessary to move furniture (e.g. bunk beds, mattresses, desks, cabinets, etc.).

### **Responsibilities:**

- Keeps center in clean and orderly condition.
- Performs routine maintenance activities.
- Performs heavy cleaning duties.
- Sweeps, mops, scrubs, or vacuums floors.
- Gathers and empties trash.
- Scrubs, sanitizes, and supplies restroom facilities.
- Dust furniture, walls, and equipment throughout the center.
- Assists in cleaning and sanitizing rooms when families move out.
- Replace mattresses and coverings when a family moves out.
- Cleans windows, mirrors, and partitions with soap and other cleansers.
- Follows procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures.
- Manages inventory of cleaning supplies.
- Notifies managers regarding the need for repairs.
- Assembles and repairs equipment and furniture.
- Assists residents in loading and unloading items when they are moving in and out.
- Available to run errands and transport items to and from storage.
- Assists in other duties as assigned.

### **Qualifications:**

- High School diploma or equivalent; or 5 years of experience in maintenance/custodial work
- Knowledge of standard cleaning methods and procedures
- Ability to stand, walk, and bend for many hours; and perform repetitive motion for long periods of time
- Experience with using cleaning equipment (e.g. vacuum cleaners, floor buffers, and cleaning solutions)
- Background in handling, mixing and using cleaning chemicals
- Knowledge of occupational hazards safety rules
- Good communication skills.
- Ability to lift and move heavy objects, climb ladders, and work at heights.

**Program Type:** Part-Time (4 Hours in the afternoon/evening)