**Shalom Center**

JOB DESCRIPTION

**POSITION:** Maintenance and Janitorial Support Staff

**DEPARTMENT:** Administration

**REPORTS TO:** Executive Director, Tamarra Coleman, or her designee

Compensation: PT | $12.50 - $14.00 (*based on level of experience*)

**JOB SUMMARY:** Shalom Center is seeking part-time maintenance and janitorial support staff to join our growing team. The maintenance and janitorial staff are responsible for overall maintenance of the building and grounds, equipment, and vehicles; make repairs, or when needed, contacting skilled professionals. This position is perfect for a retired person looking to work no more than 25-28 hours a week.

**ESSENTIAL JOB FUNCTIONS:**

* General maintenance and janitorial tasks throughout the facility, both inside & outside.
  + Mopping floors, fill dispensers, trash removal, snow removal (sidewalks only).
* Coordinate maintenance and janitorial tasks and repairs with staff, volunteers, and/or outside professionals.
* Perform equipment maintenance and/or repairs (dishwasher, washer/dryer) when applicable.
* Monitor, and maintain, company vehicles (pallet trucks and passenger vans).
  + Clean, fuel, and schedule maintenance and repairs when applicable.
* Monitor, for adequate levels, of cleaning and pre-stocked supplies and order through administration.
* Assist with special projects as needed.
* Other duties as asked by the administration.

**MARGINAL JOB FUNCTIONS:**

* Participate in the staff meeting, training, etc. as requested.
* Assist with fundraisers and other activities upon request.

**PHYSICAL AND VISUAL ACTIVITIES:**

* Being on feet the majority of shift.
* Walking, bending, stooping, climbing, reaching.
* Ability to lift to 50 pounds with no assistance.
* Ability to use specialized equipment: snowblowers, mower, and work in inclement weather conditions.

**QUALIFICATIONS:**

* Maintenance experience preferred.
* High School Diploma or equivalent required.
* Good written and verbal communication skills.
* Ability to read, write, speak, and understand English, follow oral and written directions.
* Valid driver’s license with an insurable record.
* Good problem solving and decision reaching skills. Ability to work in a team atmosphere, be flexible, exhibit professional demeanor and maintain a positive attitude.