

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association, established in 1895, is the largest social services agencies in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has approximately 400 dedicated employees who work from 14 different sites to serve over 13,000 local residents each year. In addition, a related entities –Union Settlement Federal Credit Union – offer complementary programs and services to the community. For additional information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Jefferson Senior Center Maintenance Worker
Department: Senior Services
Reports to: Director of Senior Services
Hours: Full-Time

Position Summary:

Under the supervision of the Director of Senior Services, the Maintenance Worker is responsible for the cleaning and overall maintenance of the facility, and the supervision of the volunteer maintenance staff.

Responsibilities:

- Assist in meal service, as needed.
- 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).
- Sweep all hallways, activity rooms, dining room, and office floors, as needed.
- Mop and sanitize dining room and hallway floors every other day.
- Mop and sanitize activity rooms and office floors weekly, or more often as needed.
- Dust and wash surfaces in these areas weekly, or more often as needed.
- Buff and wax the floors at least quarterly.
- Collect and dispose of garbage from all locations daily.
- Assist office and kitchen staff with regular cleaning of those spaces as requested.
- Maintain inventory of cleaning and bathroom supplies. Prepare monthly order list for Coordinator.
- 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.
- Clean all windows weekly, or more often as needed.
- 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.
- 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 References to:

jobs@unionsettlement.org

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

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER