

# UNION SETTLEMENT

## EMPLOYMENT ANNOUNCEMENT

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](http://www.unionsettlement.org).

**Position:** Maintenance Worker (Morning Shift)  
**Department:** Youth Services  
**Reports to:** Director of Youth Services/Assistant Director of Youth Services  
**Hours:** Full-time (7am to 3pm)

### **Position Summary:**

Provide a clean and healthy environment for staff and clients.

### **Responsibilities:**

- Clean all offices, suites and stairwells daily. This includes, but is not limited to the following daily tasks of sweeping all stairwells, hallways and offices, mopping the common areas and bathrooms, cleaning all bathrooms and kitchen areas, dusting furniture, equipment and windows, and garbage removal.
- Lock and unlock assigned building. Secure building when facility is not in use (ensure doors and windows are locked, report any unauthorized occupants, turn off lights).
- Maintain building perimeter (i.e. sweep clean of all debris, etc.).
- Remove snow and ice and maintain walkways during inclement weather.
- Organize and maintain all cleaning supplies, as well as all maintenance supply closets in the offices. Submit requests to Director of Youth Services for cleaning and other office supplies as needed.
- Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
- Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.
- Use and maintain assigned power equipment and hand tools: buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Wash walls and equipment; use ladders when required in work assignments.
- Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Move furniture, equipment, supplies and tools on an incidental basis.
- Wash accessible interior and exterior windows. Clean blinds. Launder cleaning rags and dust mops.
- Attend to emergencies when necessary.
- Attend safety meetings and other related meetings.

- Take classes as required in cleaning methods and techniques, new products, First Aid, CPR, and working relationships.
- Handle recycling materials.
- Call in work orders.
- Assist in the instruction and supervision of student help.
- Assist with inventory control and security.
- Safely operate all vehicles and other job related equipment.
- Assemble, re-organize, or move furniture and equipment as needed.
- Clean and maintain all equipment, such as A/C units, water coolers, etc.
- Paint offices and common areas as needed.
- Facilitate and record monthly fire drills in accordance with Director of Youth Services
- Provide maintenance support at East River Community Center from 11am to 12pm daily and as needed.
- Assigned lunch period: 12 Noon – 1pm daily.
- Additional duties as assigned.

**Qualifications:**

- 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 and References to:

[jobs@unionsettlement.org](mailto:jobs@unionsettlement.org)

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

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**