



EMPLOYMENT OPPORTUNITY

Union Settlement Association, established in 1895, is one of 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 18 different sites to serve over 13,000 local residents each year. In addition, two related entities – Union Settlement Home Care Services and 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: Substitute Maintenance Worker
Department: Facilities
Reports to: Director of Facilities
Hours: As Needed

Position Summary:

Provide a clean and healthy environment for staff and clients on an as needed basis.

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.
- Set up classrooms, auditorium or gym for events.
- Disengage alarm and open main doors for morning shift or engage alarm and lock main door for night shift.
- 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 Facilities for cleaning and other office supplies as needed.
- Assemble, re-organize, or move furniture and equipment as needed.
- Strip, wax, and refinish floors as necessary.
- Clean and maintain all equipment, such as A/C units, water coolers, etc.
- Paint offices and common areas as needed.
- 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:

hr@unionsett.org

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

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER