

# UNION SETTLEMENT

## Job Description

**Position:** Maintenance Worker  
**Department:** Youth Services  
**Reports to:** Youth Opportunity Hubs Program Director  
**Hours:** Full-time (11:00 AM to 7:00 PM Monday – Friday)  
**FLSA:** Non-Exempt

### Position Summary:

Provide a clean and healthy environment for staff and clients the Jefferson Community Center Hub location

### Responsibilities:

- Clean all offices, and common areas daily. This includes, but is not limited to the following daily tasks of sweeping all hallways and offices, cleaning and mopping the common areas and bathrooms, dusting furniture, equipment and windows, and garbage removal.
- Set up and break down classrooms, auditorium, and dining room for events.
- Engage security 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, restock and maintain all toiletries and cleaning supplies, as well as all maintenance supply closets. Submit requests to Associate Director for Prevention/Intervention Programs for Youth 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 by Associate Director of Prevention/Intervention Programs for Youth.

### Qualifications:

- High School Diploma or GED.
- 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, Salary Requirements, and References to: [jobs@unionsettlement.org](mailto:jobs@unionsettlement.org). Please indicate Maintenance Worker in subject of e-mail