

# 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  
**Department:** Mental Health  
**Reports to:** Deputy Director  
**Hours:** Full-time

### **Position Summary:**

The Maintenance Worker in the Mental Health Department will be responsible for providing a clean and healthy environment for staff and clients.

### **Responsibilities:**

- Disengage alarm and open main doors and office suites each morning.
- 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.
- Organize and maintain all cleaning supplies, as well as all supply closets in the offices.
- Submit requests to Office Manager for cleaning and other office supplies as needed.
- Assemble, re-organize, or move furniture and equipment as needed.
- Clean and maintain all equipment, such A/C units, water coolers, etc.
- Paint offices and common areas as needed.
- Snow removal and walkway maintenance during inclement weather.
- Additional duties as assigned.

### **Qualifications:**

- Knowledge of office building cleaning practices, procedures, supplies, and equipment.
- Ability to follow directions and work independently, 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.
- Ability to work a split shift schedule.

### **To Apply:**

Please send Cover Letter, Resume, Salary Requirements, and References to:  
[mentalhealthcareers@unionsettlement.org](mailto:mentalhealthcareers@unionsettlement.org).  
Please indicate Maintenance Worker in subject of e-mail.

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