



JOB 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.

Position: Maintenance Worker/Porter

Department: Youth Services

Hours: Full-Time / 35 hours per week

FLSA: Non-Exempt

Position Summary:

Under the supervision of the Lead Facilities Assistant, the Maintenance Worker/Porter performs a wide variety of custodial and maintenance duties in order to provide a clean, orderly, and safe facility in accordance with NYC DOH Article 47 standards and Covid standards. It is the role of the Maintenance Worker to follow daily, weekly and monthly cleaning schedules including, but not limited to the classrooms, kitchen, office areas, bathrooms, storage areas, and entrances.

Responsibilities:

- Performs routine daily, weekly and monthly custodial duties in order to maintain clean and sanitary facilities.
- Follows and completes the center's daily, weekly, and monthly cleaning schedule.
- Collects and bags all garbage from the centers.
- Disinfects and cleans garbage and trash cans, and change bags daily.
- Washes and disinfect bathroom fixtures daily with germicidal solution.
- Utilizes germicidal solution to wet mops all washable floors daily including kitchen, bathroom, office and classroom.
- Sweep, mop, and vacuum all floors.
- Responsible for removing dust, spills, stains and other undesirable materials from tables, countertops, toilets, and other surfaces.
- Sweeps and clears entrance spaces daily.
- Refills paper towel, tissue, toilet paper and hand soap in all dispensers.
- All other health and safety hazards noticed.
- Sets up for classrooms and program functions.
- Participates in emergency drills and environmental safety activities, as requested.
- Attends and participates in center pre-service and in-service trainings.
- Performs other maintenance tasks as assigned.
- Maintains COVID-19 cleaning regulations and protocols as assigned.

Qualifications:

- High School Diploma or GED.
- Must have working knowledge of proper sanitation, lifting, and chemical mixtures when cleaning.
- A dedicated work ethic.
- Excellent organizational ability and interpersonal skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- A strong desire to help improve the lives of the residents in the East Harlem community.
- Bilingual (English/Spanish) a plus.

To Apply:

Please send Cover Letter, Resume, References, and Salary Requirements to: operationscareers@unionsettlement.org. Please indicate Maintenance Porter in subject of e- mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER