

JOB DESCRIPTION

MAINTENANCE WORKER

The Maintenance Worker shall be under the direction of the Facility Coordinator

Duties and Responsibilities:

- Sweeping, mopping, stripping and waxing floors.
- Painting
- General cleaning.
- Garbage removal.
- Making small repairs.
- Picking up donations.
- Maintaining grounds.
- Snow removal
- Moving of furniture and equipment
- Inventory control
- Assist with and unloading deliveries.
- Be flexible for a wide range of tasks from the routine and predictable to the unique and unexpected.
- Regular attendance and punctuality expected

THESE DUTIES AND RESPONSIBILITIES ARE SUBJECT TO CHANGE AS DEEMED APPROPRIATE AND NECESSARY BY PROGRAM DIRECTORS AND SENIOR STAFF MEMBERS

QUALIFICATIONS:

1. Experience in related position.
2. Clean NJ driving record
3. Must pass background check