



mary crane CENTER

Internal Job Announcement

Maintenance-Full Time

Position Summary: Ensures general maintenance of equipment, facility and grounds in accordance with safety and sanitation requirements. Monitors and transports stock and supplies under immediate supervision of the Site Director

Responsibilities:

- Maintains a clean and sanitary environment of facility.
- Maintains, orders, and stores proper supplies and disperses such to the appropriate locations.
- Perform minor repair work and/or inspection of physical plant and program equipment such as air conditioning filters, exit lights.
- Displays positive and supportive attitude with parents, children, and other adults with whom the contract is made.
- Communicates with outside contractors to ensure maintenance of facilities.
- Based on the employee's schedule, secures all premises before or after program hours.
- Works overtime as required.
- Considerable knowledge of the methods, materials, tools and equipment utilized.
- Responsible for seasonal and occasional tasks as designated such as washing cots, windows, grills, snow removal, and other assigned tasks.
- Ability to maintain confidentiality.
- Effective oral and written communication skills.
- Demonstrated capability to interface and maintain effective relationships with staff, consultants, and regulatory/funding representatives in a team-oriented environment.
- Capacity to assume responsibility for own professional development.
- Detail oriented, logical, and methodological approach to problem solving.
- Flexible, with the ability to work in a highly demanding, stressful environment.
- Ability to cooperate successfully as a member of a team.
- Ability to communicate effectively with others, including giving and receiving feedback on the quality of services.

Mandatory Job Qualifications:

High School Diploma or General Education Degree (GED).

and 1 – 3 months related experience and/or training.

Employment applications will be accepted until Friday, March 2, 2018.

How to Apply: Please forward resume to Ms. Beth Rivera at brivera@marycrane.org or fax to 773-242-2881.

AN EQUAL OPPORTUNITY EMPLOYER