



Maintenance-Part Time-25 hours

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 and limited supervision of Executive 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 year related experience and/or training.

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

AN EQUAL OPPORTUNITY EMPLOYER