



JOB DESCRIPTION MAINTENANCE POSITION

FUNCTION: Conduct routine repair/cleaning of CAWC's residential facility,
Greenhouse Shelter
FT/PT: Part-time (32 hours a week)
CLASSIFICATION: Non-exempt
REPORTS TO: Shelter Director
SUPERVISES: N/A

Responsibilities

1. Minor repair of furniture and appliances
2. Light plumbing
3. Food pick-up and appropriate storage
4. Donations pick-up
5. Yard maintenance
6. Monthly floor buffing
7. Assist with maintaining storage area
8. Assist with inventory
9. Maintenance of refuse receptacles
10. Responsible for weekly administrative office clean-up
11. Other duties as assigned

Qualifications

Required:

1. Minimum one year maintenance/janitorial work experience
2. Demonstrated ability to work independently and cooperatively
3. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move 75-100 pounds
4. Demonstrated ability to work effectively with others of diverse age, language, race, ethnicity, sexual orientation, and religious beliefs
5. Available to work some evenings and weekends
6. Some knowledge of domestic violence or willing to participate in the 40-Hour Domestic Violence Training
7. Must have a valid Illinois driver's license and insured car to be capable of picking up donations and delivering to shelter

Helpful:

1. Bilingual/bicultural - Spanish/English