



Job Description

Job Title: Maintenance Worker
Location: Bronx, NY
FLSA Status: Full Time, Non-Exempt
Classification: Service Worker
Department: Business Services
Reports to: Director of Business Services
Supervisory Responsibilities: Yes No

Summary: Provide cleaning and maintenance support at the South Bronx Center.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Dust, mop, and clean surface areas.
- Sweep and vacuum offices and common areas.
- Maintain kitchen area.
- Assist with repairs such as changing light bulbs, installing shelves.

Position Type and Expected Hours of Work:

This is a full-time position. Days of work are generally Monday – Friday, either 9:00am to 5:00pm or 10am to 6pm, with exceptions for special events. Hours will be coordinated according to program needs.

Working conditions and physical demands required:

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Remain upright on the feet, particularly for sustained periods of time.
- Use upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion, or to press against something with steady force in order to thrust forward, downward or outward.
- Raise objects from a lower to a higher position or move objects horizontally from position-to-position.
- Bend the body downward and forward by bending leg and spine.
- Extend hand(s) and arm(s) in any direction.
- Apply pressure to objects with the fingers and palm.
- Medium to heavy physical work, exerting from 50 to 100 pounds of force occasionally.
- Subject to atmospheric conditions such as: fumes, odors, dust, cleaning solutions, sprays, etc.

Qualifications

Education and/or experience required:

- High School diploma or equivalent.
- Experience or training in a building trade, moving, maintenance, and performing general repairs.

Skills, Licenses, and/or competencies *required*:

- Ability to handle multiple demands and work well independently or within a team.

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