

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: SETP Maintenance Worker

Department: Youth Services

Reports to: SETP Program Director

Hours: Part Time (10 to 15 hours per week) – Temporary position 7/5/17 – 8/31/17

FLSA: Non-Exempt

Position Summary:

Provide a clean and healthy environment for staff and clients.

Responsibilities:

- Clean all program space, offices and bathrooms. This includes, but is not limited to the following daily tasks of sweeping all program space, hallways and offices, mopping the common areas and bathrooms, cleaning all bathrooms and kitchen areas, dusting furniture, equipment and windows, and garbage removal.
- Provide set up and break down of program space.
- Maintain building perimeter (i.e. sweep clean of all debris, etc.).
- Organize and maintain all cleaning supplies,
- Assemble, re-organize, or move furniture and equipment as needed.
- Strip, wax, and refinish floors as necessary.
- Clean and maintain all equipment, such as A/C units, water coolers, etc.
- Additional duties as assigned by supervisor, Director of Youth Services, and the Assistant Director of Youth Services

Qualifications:

- High School Diploma or GED.
- Knowledge of office building cleaning practices, procedures, supplies, and equipment.
- Ability to follow directions and work with minimal supervision.

- Ability to use cleaning supplies and equipment economically and efficiently.
- Ability to lift and carry cleaning supplies, tools, furniture, and equipment.
- Organizational and time management skills.

To Apply:

Please send Cover Letter, Resume, References, and Salary Requirements to:

jobs@unionsettlement.org

Please indicate **SETP** Maintenance Worker in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER