

POSITION: CLEANING SPECIALIST /MAINTENANCE
(25 HOURS/WEEK) FLEXIBLE 5 HOURS PER DAY BETWEEN 8:00AM-3:00PM

PAY GRADE:1

Scope: Cleans and maintains YWCA facilities through cleaning, repairs and general janitorial duties.

DUTIES:

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below.)*

- Performs all building cleaning functions.
- Performs offsite cleaning functions as needed.
- Performs routine building maintenance tasks and works on minor building painting and alteration projects.
- Under general supervision performs set-ups and tear-downs of furniture and equipment for events in conference rooms and other spaces.
- Assists with office moves and reconfiguration of furniture, as well as ergonomic installations and adjustment of furniture.
- Delivers supplies, equipment and other items throughout building.
- Delivers supplies to off-site locations.

OTHER FUNCTIONS:

- Performs other duties as assigned.

SUPERVISION:

The position reports directly to the Director of Facilities and serves primarily at the YWCA Downtown Office located at 6 North 5th Street, Richmond, Virginia 23219. The facilities specialist has no supervisory responsibility.

QUALIFICATIONS:

- A high school diploma/GED or equivalent work experience.
- A valid driver's license and clean driving record.
- Able to lift up to 70 lbs and climb ladders
- Able to troubleshoot & work with tight schedules.
- Able to work independently with minimal supervision and guidance but also as a part of a team.
- Able to successfully pass criminal, credit and drug checks.
- Is punctual and focused on the tasks at hand.

Staff demonstrates their understanding of the critical role volunteers play in helping YWCA achieve our mission by providing volunteers the resources and training needed to be successful, offering meaningful experiences, treating them with respect, and clearly communicating needs and impact of their contribution to the work of the organization.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department.

As Of: 10/11/2017