Adult Health Center

Job Title: Facilities Handyman

Reports to: Director, Adult Day Care Services

Department: Facilities

OVERAL OBJECTIVE: Responsible for performing daily cleaning and general maintenance work in order to maintain AHC site in a clean, safe and workable environment. Candidate must also be a dependable handyman with basic electrical/mechanical skills able to troubleshoot. Perform general repairs, must be able to work with minimum supervision, ability to work independently.

**AREAS OF RESPONSIBILITY:**

* Make adjustments and minor building repairs. Maintain and perform proper heating, cooling, ventilating, plumbing, and electrical systems needs
* Clean building floors by sweeping, mopping, scrubbing, and/or vacuum
* Move heavy furniture, equipment, and supplies, either manually or by using a hand truck
* Clean and restore minor building interior damaged by fire, smoke, or water, using commercial cleaning equipment
* Notify Director concerning the need for major repairs or additions to building operating systems
* Notify Director when supplies and/or equipment needed for cleaning and maintenance are running low
* Set-up and break-down facility for events such as banquets and meetings by arranging tables, chairs, using a ladder, set-up and remove decorations
* Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and/or fixtures
* Clean building floors daily by: sweeping, mopping, scrubbing and/or vacuuming. Safely use appropriate mix using water, detergents or acids to prepare cleaning solutions
* On a monthly basis strip, seal, finish and polish building floors, and shampoo carpets
* Daily clean and disinfect restroom facilities, maintain restroom hand soap and paper goods
* Dust, polish furniture, fixtures, walls, machines and equipment
* Wash windows, glass partitions, and mirrors using glass cleaner, maintain cleaning supplies

**MINIMUM QUALIFICATIONS:**

1. High school graduate or equivalent
2. Minimum two (2) years custodial/handyman experience
3. Ability to comprehend both written and spoken English
4. An interest and desire to work with the target population served by the center
5. Must be able to list 75-100lbs.

Please submit your cover letter, resume, and references to Gina Provencio at Gprovencio@sbssla.org