



JOB DESCRIPTION

<u>TITLE:</u>	On-Call Maintenance Worker
<u>CATEGORY/DEPT:</u>	Administration
<u>REPORTS TO:</u>	Early Education Center Site Supervisor
<u>REPORTING STAFF:</u>	No
<u>STATUS:</u>	Part-Time, Non-Exempt

AGENCY OVERVIEW:

Allies for Every Child (Allies) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 30 years, Allies has been providing thousands of at-risk children and their families with critical, high-quality early education programs (including comprehensive Early Head Start services), family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including educational assessments, disabilities screenings, nutrition, dental and vision screenings, and pediatric health consultations.

JOB SUMMARY:

The Maintenance Worker will assist with the completion of preschool center facility projects including general and corrective maintenance duties. Ensures the facility is maintained according to safety, state and federal licensing guidelines.

ESSENTIAL JOB DUTIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

- May open building and grounds (including secure gates around the facilities) at the start of day and ensures all access points are locked at the end of the day.
- Available to work weekends during agency events
- Maintain facility grounds and common areas, ensures cleanliness of classrooms, bathrooms and all offices
- Empty and dispose of trash throughout facility
- Scout and remove all trash and debris from parking areas around the facility
- Clean the exterior gardens and surrounding paths around school play yards
- Water and maintain garden area
- Clean bathrooms, classrooms, kitchen, offices, reception area, library and common areas
- Clean the facility as dictated by the cleaning schedule
- Inspect sprinkler, fire extinguisher, and security alarm systems to ensure proper working condition
- Inspect the facility daily for needed repairs and maintenance and report to supervisor
- Performs general maintenance projects as assigned, including installations and repairs involving plumbing and electrical equipment, carpentry work, painting, equipment repair, and outside landscaping maintenance
- Set-up and breakdown conference room requests; clean room as needed between use
- Understand health and safety regulations of the organization and work accordingly

- Respond to and complete work orders, ensuring quality of service
- Respond promptly to emergencies
- Make routine repairs as needed
- Evening and weekend work schedule hours required
- Staff must believe in and act in accordance with both the Agency's and the program's mission/vision statements, adopted theoretical frameworks, and philosophy
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.

QUALIFICATIONS & EDUCATION:

- High school diploma or GED preferred
- At least 1-year previous facilities/general maintenance experience with emphasis on minor repair; gardening experience desired
- Ability to communicate effectively
- Ability to establish and maintain effective working relationships with other employees, vendors, and the general public
- All employees, regardless of position, serve as role models for children and adolescents who are served by our agency.
- Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption
- Successful completion of pre-employment physical, PPD risk assessment, proof of immunization for pertussis, measles and influenza (can decline)
- Class "C" driver's license, proof of insurance and access to reliable transportation preferred

FOR CONSIDERATION: Send cover letter **and** resume to hr@alliesforeverychild.org

Allies for Every Child actively seeks candidates who reflect the rich diversity of the communities that we serve. We are committed to a work environment that embraces and promotes individuality and inclusion. We believe that diversity and inclusion of varied perspectives, backgrounds, and life experiences is essential to our organization's effectiveness, and allows us to serve our clients in the respectful, responsive, and understanding way that they deserve. We define diversity in broad terms to include race, ethnicity, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.



Allies for Every Child has achieved accreditation through the Council on Accreditation (COA). This means our programs, services, administration, and management have been rigorously evaluated and meet best practice standards. Visit www.COAnet.org to learn more about COA Accreditation.