

JOB POSTING

General Information:

At The Community House, we believe that enriching people's lives gives them the ability to build strong, healthy, and connected communities. By providing equitable access to recreation, the arts, theater, volunteer activities, education, and counseling services, we make a difference in the lives of thousands of people throughout the western suburbs of Chicago and every member of our team plays a role in making a difference the lives of the people we serve.

The Community House seeks to hire a Full-time Facility Maintenance Worker to create a welcoming and customer-friendly environment in our 48,000 square-foot community center. This position involves room set-up and breakdown of tables and chairs, manual and semi-skilled maintenance work of the interior and exterior of the building. Work includes monitoring the building, cleaning restrooms, mopping, sweeping, trash removal, securing the building, including AV equipment, painting, minor repair, and maintenance of equipment, and ensuring that the interior and exterior of the building is always presentable.

Position:

Job Title: Facility Maintenance Worker, Full-time

Compensation Range: \$17 to 20 per hour

Benefits: As a full-time position, this position is provided with generous benefits including, but not limited to:

- BCBS Health insurance
- Dental, vision, and life insurance
- 7 paid holidays
- 4+ weeks paid time off to start
- 401K plan, with 3% match
- Short term disability coverage

Hours: 40 hours per week Tuesday – Saturday 3:30 pm to 12 midnight and periodic overtime.

Essential Duties- Specific assignment will include some or all of the following:

- Moves furniture in and out of rooms; sets up tables, chairs, set-up and operate Audio Visual (AV) and sound equipment, coffee/water.
- Cleans and maintains interior and exterior of the building including restrooms, gymnasium, kitchen, etc
- Follows procedures on opening and closing the building, including opening, and locking doors and windows, as required.
- Monitors the facility during daily rentals, special events, birthday parties, and programs.
- Helps maintain an orderly atmosphere in the building.
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- Washes walls, ceilings, and woodwork.
- Proper operation and use of floor care equipment (i.e., floor burnishes, floor vacuums, carpet extractors, auto scrubbers, wet/dry vacuums, walk-behind machines, etc.).
- Informs supervisor of the need for repairs regarding lighting, heating/cooling, and physical structure.
- Assists in maintaining the building which may include, but not be limited to, painting, replacing, and maintaining filters on HVAC units and general equipment repairs.
- Makes minor plumbing repairs such as unclogging toilets and maintaining plumbing fixtures.
- Removes recycling materials and trash from all designated containers.
- Informs supervisor of safety concerns.
- Remove snow and ice from sidewalks and entryways and apply snow-melting materials as needed.
- Perform basic grounds clean up as necessary and assists with planting and maintaining seasonal planter boxes.
- Performs other duties as assigned.

Customer Service:

All staff at The Community House are expected to create a customer-focused and friendly environment at every touchpoint. The person in this role will need to make an extra effort to ensure the happiness and satisfaction of facility users. Interactions need to be pleasant experiences; problems must be resolved quickly, and facility users need to be confident in the services provided.

Qualifications:

A qualified candidate is regularly required to stand; walk; reach with hands and arms; climb or balance. The employee is frequently required to stoop kneel, crouch, or crawl and have an ability to climb ladders. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds. The employee must do setups of tables and chairs for various functions.

Skill and Ability to effectively use a variety of hand and power tools; operate a vehicle, and problem-solve. Willingness to work outside (if necessary) in inclement weather and a qualified candidate will have the ability to read and write in order to effectively communicate with customers and other staff. Work regularly exposes the employee to cleaning chemicals and dust and dirt.

Other requirements:

High school graduate or equivalent.

Must be able to work independently and as part of a team.

Previous custodial experience preferred.

A criminal background check is required for employees working at The Community House.

How To Apply:

Applications are available at The Community House front desk or please send a resume to rdorneker@thecommunityhouse.org

Completed application and any additional information can be sent to:

The Community House

Attn: Bob Dorneker, Facility Mgr.

415 W. Eighth Street

Hinsdale, IL 60521

P 630-323-7500 ext. 226

rdorneker@thecommunityhouse.org