



**Maintenance Worker/Evening – Maintenance/Operations**

- A. Classification: Non-Exempt
- B. Reports to: Facility Manager

The Maintenance Worker/Evening maintains the physical facilities of the agency in accordance with safety and sanitation requirements and defined by Facility Manager and Director of Operations.

**MAJOR RESPONSIBILITIES AND KEY TASKS**

- Responsible for the cleanliness and maintenance of the entire physical facility and grounds.
- Monitors and maintains the physical safety of all areas. Informs supervisor or designate of conditions that require immediate and/or skilled attention.
- Performs regular sweeping, mopping, and vacuuming (as appropriate) in order to maintain the classrooms, hallways, general lobby areas, bathrooms, offices, gym, kitchen, storage and all areas used by the program affiliated with the agency.
- Removal of all refuse from the facility, both indoors and outdoors, ensuring that all refuse is put inside garbage bags, and disposed of properly by placing all bags into dumpster.
- Secures building and equipment; turns facility keys over to appropriate individuals or to appropriate secure areas.
- Cleans outdoor play area to ensure the physical safety of all children and clients.
- Secures premises upon leaving the building each day by locking doors and/or activating security alarm.
- Inventory and order preparation for maintenance supplies.
- Assists with receiving deliveries of site supplies and equipment.
- Moves and rearranges furniture in classrooms and other spaces for transitional program activities, meetings, and other needs.
- Completes paperwork and logs to document maintenance and janitorial work.
- Completes work orders for building and equipment repairs as needed.
- Perform other duties and special projects as assigned.

**REQUIRED EDUCATION AND EXPERIENCE**

Applicant for the position of Maintenance Worker/Evening – Maintenance/Operations shall possess at least a High School Diploma or GED, and 2 years of related experience required.

**ESSENTIAL JOB FUNCTIONS**

- Must be in good physical condition for activities that includes lifting, bending, stooping, climbing stairs, moving/storing supplies/inventory, and food service equipment
- Requires lifting of up to 50 pounds.
- Follows procedures as required by licensing and funding agencies (including but not limited to Illinois DCFS Licensing Standards, City of Chicago Health Requirements for Day Care Centers, Head Start Performance Standards, Carole Robertson Center for Learning Policies and Procedures and quality standards as defined by the National Association for the Education of Young Children)