



Maintenance Worker – Evening Shift Job Posting

The Community House is a 501(c)(3) nonprofit that serves as a gathering place for a wide variety of activities including youth programs, adult fitness activities, weddings and other celebrations, fundraising events, performances in our theater, and much more.

Our facilities include a theater, fitness center, gymnasium, and several multipurpose spaces in an historic and well-maintained building in the heart of Winnetka, listed on the National Register of Historic Places and surrounded by beautiful gardens and grounds.

This is a full-time evening shift position, 3pm to 11:30pm, Monday through Friday. This position is critical to ensuring the organization's facilities and grounds are clean, well maintained, set up appropriately for scheduled activities, and ready to welcome the community. It's a great opportunity for someone who takes pride in their work and enjoys interacting with volunteers, program participants, and community members.

Responsibilities:

- Ensures rooms are set up with tables, chairs, A/V equipment, and other equipment as needed for planned activities.
- Assists customers and program participants with facility-related needs as required.
- Completes routine cleaning throughout the facility, including sweeping, mopping, vacuuming, garbage pick-up, cleaning of tables and chairs, and bathroom cleaning.
- Maintains facility equipment, completing preventive maintenance for electrical, kitchen appliances, and plumbing (with guidance from the Maintenance Manager).
- Maintains the grounds, including entryway sidewalks (all seasons), as a supplement to contracted landscaping services.
- Completes repairs and facility improvement or cleaning projects as needed.
- Closes and secures the building for the night.

Qualifications:

- High school diploma or equivalent along with 2+ years similar experience
- Good mechanical aptitude and manual dexterity
- Ability to lift 50+ pounds, ascend and descend stairs and ladders, move throughout the building and grounds, and stand for prolonged periods of time

This position is full-time non-exempt and pays \$16/hour. Benefits include medical, dental, short-term and long-term disability, and life insurance; paid sick, vacation, personal, and holiday time off; 401(k) plan with company match; and a free fitness center membership.

Apply through Indeed or fill out an application form available at:

<https://www.mycommunityhouse.org/about-us/employment-opportunities>

Completed application forms may be submitted to Mark Schusteff, marks@mywch.org. Applications will be reviewed as they are received. A criminal background check will be required.