



Maintenance Worker – Evening Shift (Sat/Sun) 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 part-time evening shift position, 3pm to 11pm, Saturdays and Sundays. 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'd like to make some extra money, enjoys interacting with the public, and appreciates working in a friendly environment!

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 the grounds, including entryway sidewalks (all seasons), as a supplement to contracted landscaping services.
- 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 part-time and pays \$15/hour. All employees also are eligible for 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 Pawel Halemba, pawelh@mywch.org. Applications will be reviewed as they are received. A criminal background check will be required.