



# Job Opening

## **Maintenance Technician I/II (Monday to Friday, 3:00pm – 11:30pm)**

This is a full-time evening shift maintenance technician position.

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.

### **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.
- Performs daily building walkthroughs.
- Completes other tasks as assigned by management.

### **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 \$20/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 by filling out an application form available at:

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

Applications will be reviewed as they are received.  
A criminal background check will be required.