



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name:	Admin		
Job Location:	Elm Street		
Job Title:	Maintenance Worker		
Reports to:	Ana Saguay	Title:	Office Operations Manager

Hours:	FLSA Status	Type of position:	Other comments:
	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor	
	<input checked="" type="checkbox"/> Nonexempt	<input type="checkbox"/> Part-time <input type="checkbox"/> Intern	

JOB DUTIES

The Ironbound Community Corporation (ICC) is a 50-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

ROLES AND RESPONSIBILITIES

- Responsible for the cleaning of the interior and exterior of the Elm Street and Lafayette Street buildings. Temporary maintenance worker may have responsibilities in our other facilities.
- Sweep, mop and vacuum floors of the classrooms, hallways, stairs, offices and conferences rooms. Clean and sanitize the toilets and basins in the children and staff bathrooms. Supplies must be replenished as needed.
- Make sure the outside of the buildings are clear of leaves and debris.
- Clean refrigerators by throwing away old food and beverages and wiping the refrigerators. Wash and dry dishes that are left in the sinks.
- Empty wastebaskets and taking out the trash and waste to disposal areas.
- Assist in construction and/or renovation projects that include installing sheetrock, painting, carpentry etc.
- Wiping off door knobs, chairs, desk and all surfaces that are physically touched by staff and community members with CDC recommended cleaning products.
- CDC recommended COVID deep cleaning when needed.

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- High School Diploma / GED
- Minimum 2 years of office and school custodial cleaning.

ICC is an Equal Opportunity Employer and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.

If interested, please send a resume and cover letter to amsaguay@ironboundcc.org with the subject line "Maintenance"

