

Hallie Q. Brown Community Center, Inc.
JOB DESCRIPTION

POSITION TITLE: Evening Maintenance and Security Worker
DEPT: Facilities

SUPERVISED BY: Director of Finance and Operations

TITLES SUPERVISED: n/a

FLSA: Non-Exempt

SALARY GRADE: \$10-\$13/hour

POSITION SUMMARY:

Responsible for providing light maintenance and general security for HQB during the late afternoon through evening hours of operation. Key responsibilities include: end of daily operations visitor control and general facility security, light maintenance and general janitorial duties.

POSITION RESPONSIBILITIES:

1. Responsible for locking all internal and external doors at the end of the facility's operating hours.
2. Ensures that all users of the facility safely conclude their business and appropriately exit the facility on a timely basis.
3. Maintains close monitoring of operations and visitor control, securing St. Paul Police assistance, as appropriate.
4. Provides light maintenance, including changing light bulbs, monitoring HVAC operations, minor equipment repair, painting and checking mechanical operations.
5. Sets-up rooms for use, as directed.
6. Janitorial duties may include but are not limited to: vacuuming floors and furnishings, mopping hard surface floors, cleaning, dusting and polishing furniture, cleaning walls and windows, cleaning and disinfecting kitchen and bathroom, emptying and sanitizing waste baskets.
5. Perform errands and special projects as requested by supervisor.

QUALIFICATIONS:

Education: High School degree or equivalent. Vocational training in building maintenance and specialized training in the areas of HVAC, plumbing and electrical repair not required but highly preferred.

Work Experience: 3+ years of general building janitorial, maintenance and repair experience.

Other Requirements:

- Physical ability to moderately strenuous work safely.
- Customer service skills
- Ability to work effectively with employees, colleagues and manager.
- Agree to mandated child abuse reporting guidelines