

YWCA of Salt Lake City Job Announcement

Job Title: Maintenance Assistant/Janitor

Job Description:

Excellent opportunity for a dependable, self-motivated maintenance assistant who is committed to improving the lives of women and children. Manage the upkeep and maintenance of a 36 unit apartment complex on the YWCA's downtown campus. Responsibilities include but are not limited to routine cleaning of all common areas including grounds, assisting with renovation of vacant apartments, and moving heavy furniture. Ability to make minor repairs and 2 years experience is preferred.

Responsibilities:

- General cleaning in residential common and public areas.
- Periodically strip and wax hard surface floors.
- Assist with grounds duties and furniture moving.
- Maintain inventory of cleaning supplies.
- Assist with apartment repairs and vacancy prep as needed.
- Create a safe and secure environment for program participants, staff and guests of the YWCA. Actively review work areas for security issues and notify appropriate staff of any issue that may be a safety concern.

Minimum Required Qualifications:

- Committed to eliminating racism and empowering women.
- High school diploma/GED.
- 2 years of janitorial experience is preferred.
- Ability to lift 50 pounds and stand for long periods of time.
- Minor repairs with an emphasis on painting and sheetrock repair a plus.
- Successfully pass a background check.
- Ability to work assigned hours on a regular basis.
- If driving on agency business, a valid driver's license and current automobile insurance are required.
- Ability to relate positively to people of diverse ages, ethnicity, socio-economic levels, beliefs and lifestyles.

Reports to: Maintenance Director

Hours: 40 hours/week, weekdays (7:00 am – 3:30 pm)

Salary: \$9.00-\$9.50/hour plus full benefits and an excellent retirement plan

To Apply: A resume, application (download from www.ywca.com), and cover letter are required to be considered for this position. Please send them to:

Ruth Motto, Maintenance Director

YWCA, 322 East 300 South, Salt Lake City, UT 84111

Fax/Email: (801) 355-2826 / rmotto@ywca.com

Posted: September 18, 2009

Deadline: Open until filled

Website: www.ywca.com

The YWCA is an equal opportunity employer and values a diverse workplace.