



## Maintenance Position

North Light Community Center is hiring someone to do janitorial and maintenance work to ensure we maintain a clean and safe facility for the use of our community. Our goal is to provide high quality services to those in greatest need as well as recreational, educational and social activities for all. The role of the person doing janitorial and maintenance work is to help us achieve our goal by ensuring North Light's property (building, outdoor space, vehicles and machinery) are clean, safe and operational to provide an environment that is inviting and conducive to users and staff alike. This role reports to the Facility Manager.

### Responsibilities

- Execute regular janitorial tasks including but not limited to the following:
  - Clean bathrooms, classrooms, gym, and all common areas (i.e. vacuuming, sweeping, mopping and steam cleaning carpets, sanitizing, etc.)
  - Emptying trash and recycling daily
- Report the need to order cleaning and maintenance supplies
- Ensure the longevity and efficiency of equipment & systems by providing ongoing maintenance
- Oversee and manage physical improvement projects
- Drive our van occasionally for picking up equipment; possibility to fill in for picking up children in our aftercare program as well.

### Organizational Overview

Founded in 1936 as a drop-in center to divert community youth from delinquency and petty crime, North Light Community Center has continually evolved in response to changing community needs. North Light seeks to empower people of all ages and abilities in our communities, especially those most in need, to reach their fullest potential as productive and responsible citizens through initiatives that support and enrich children, teens, and families.

Today, NL is a place where children learn and play in a safe and nurturing environment, teens learn life and career skills to realize their full potential, and families receive critical assistance. Programs include a state-licensed childcare facility with year-round school-age programs, emergency and family supports, college and career readiness for teens, workforce development training for young adults, arts and recreation, and access to technology. NL's mission is to empower people of all ages and abilities in our communities, especially those most in need, to reach their full potential as productive and responsible citizens through initiatives that support and enrich children, teens, and families.

### Qualifications

- A high school diploma or GED; technology training certificate preferred
- Working knowledge of facilities and mechanical systems
- Understanding and commitment to North Light's mission and role in the community
- Ability to communicate clearly in person and in writing.
- Excellent interpersonal and relationship-building skills to effectively work with diverse individuals (colleagues, board members, volunteers, donors, constituents), both one-to-one as well as in groups.
- Thorough, organized and detail-oriented approach to work.
- Ability to plan, prioritize, coordinate, and manage own work.



- Ability to lead multiple long and short-term projects simultaneously, meeting all related deadlines.
- Ability to take direction but also make decisions and solve problems independently, effectively and creatively as appropriate.
- Ability to be flexible & creative in responding to new challenges.
- Willingness to work as a team member to accomplish overarching organizational goals.
- Ability to lift a minimum of 30 lbs.

## Work Schedule

Hourly part time employee 25 hours/week; ability to work some evenings and weekends

## Equal Opportunity Employer

North Light community Center is an equal opportunity employer and complies with all laws prohibiting discrimination based on race, religious creed, color, sex, age, national origin, ancestry, sexual orientation, disability, or any other legally protected status.

## How to Apply

Interested applicants should submit a resume, cover letter and 2 professional references to [kwieder@northlightcommunitycenter.org](mailto:kwieder@northlightcommunitycenter.org)