



WEST END NEIGHBORHOOD HOUSE General Maintenance Job Description

Title: General Maintenance/Janitor

Department: Maintenance

Job Summary

We are looking for a reliable, skilled maintenance worker to perform essential upkeep tasks throughout our facility. In this position, you will be responsible for a wide variety of activities such as repairs and cleaning to ensure that our facility is both tidy and functional. Being reliable and self-motivated with a keen eye for detail is essential in this job, as the ideal candidate will have significant work experience and solid technical knowledge. You should have the manual dexterity and physical stamina necessary for this work. This is a temporary to permanent, 40 hours a week position with occasional overtime. This position requires flexibility for special events or other agency activities. This position reports to the Maintenance Supervisor.

Agency History: West End Neighborhood House has operated continuously on Wilmington's West Side since 1883. Originally established as a reading room for Irish and Italian immigrants, the purpose and direction of West End has changed over the years as the needs and character of its service area have changed. Today, West End provides, with the help of the United Way and in cooperation with other public and private non-profit agencies, a variety of social and neighborhood services in a racially integrated neighborhood.

Agency Mission: West End Neighborhood House's mission is to assist individuals in achieving self-sufficiency, reaching and maintaining their maximum potential, and living responsibly and harmoniously in a healthy community and a complex world.

Essential Duties and Responsibilities: These duties and responsibilities are performed on a frequent and recurring basis by an incumbent and include the following:

- Perform cleaning throughout and outside of the facility.
- Basic maintenance skills including model assembly
- Some knowledge of flooring, waxing and buffing
- Inspects the building, grounds and equipment
- Handles necessary repairs and maintenance
- Follows local and state building codes
- Complies with all agency safety regulations
- Keeps a maintenance log
- Reports any issues to the Maintenance Supervisor
- Responds to repair and maintenance requests in a timely fashion
- Loads and unloads equipment and tools into work vehicles as needed
- Follows written and verbal instructions from Maintenance Supervisor and management
- Collaborates with the maintenance team and contractors as needed
- Reads and follows manuals, blueprints and other written instructions

Required Skills/Abilities:

- Ability to follow instructions from supervisors, management and agency staff
- Knowledge of general carpentry and repair
- Ability to use equipment, including hand tools, power tools, plumbing tools and electric tools
- Excellent organizational, follow up and time management skills
- Eye for detail

Education and Experience:

- High school diploma or equivalent required
- Proven maintenance experience
- On-the-job training offered

Physical Requirements:

- Prolonged periods of standing and walking
- Must be physically able to climb ladders, bend, or crawl into awkward spaces
- Must be able to move and re-arrange office furniture
- Must be able to lift up to 50 pounds at a time.

Prerequisites:

Ability to:

- Have a valid driver's license in the event of pick up or delivery
- Pass background check and fingerprinting

Job performance will be reviewed after 90days

Note: Please be advised that this is not an exhaustive list of duties and responsibilities. Additionally, duties and responsibilities are subject to change at the discretion of Executive-Level Management.

If you are interested in this opportunity, please email your cover letter and resume to:

Naffeesa Massaquoi
Chief Operating Officer
West End Neighborhood House
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