



Job Title: Maintenance Helper

Status: Part time Employee/ Temp Seasonal

Reports to: IT/ Facilities Manager

Summary: This is a TEMP SEASONAL position from - Memorial Day until Labor Day. Person performs general building maintenance tasks and assists with room setups, light electrical, plumbing and general maintenance. The Maintenance Helper will receive general supervision from designated authority. Work involves a lot of walking, bending, reaching, standing, and pulling.

Typical Work Schedule

Sunday and Friday, 8:00am to 5:00pm (May require weekends/ working after hours)

Duties and Responsibilities

- Climbing ladders: Going on rooftops, cleaning leaves/out of the shutters to prevent damage to the roof.
- Drywall: Plaster knowledge to repair holes in the wall preferred.
- Install cabinet doors and various bathroom essentials as needed. (Ex. Soap and Paper Towel dispensers, etc.)
- Carpentry Skills: Maintenance repairs as needed. (Doors, Walls, and Frames)
- Painting: Basic touch up throughout the facilities.
- Respond to emergencies as needed.

Minimum Qualifications/ Experience

- High School Diploma or General Equivalency Diploma (GED) preferred.
- Five (5) or more years of experience in maintenance is preferred but not required.
- Basic knowledge of hand and small power tools preferred; familiarity with machinery and fundamentals of electricity is desired.
- Able to demonstrate mechanical aptitude.
- Color vision and depth perception preferred.
- Able to lift or move 50 lbs.
- General knowledge of safe work.
- Ability to efficiently manage time and supplies.
- Strong analytical skills and problem solving skills with the ability to work independently and within a team environment, proactively contributes ideas to improve operations.
- Ability to write, comprehend and execute written and oral instructions in English and perform basic arithmetic calculations.

- Provide an effective means for contact after normal working hours and be able to respond to urgent building issues.
- Exercises good judgment, uses discretion, and quickly follows through and follows up with a keen attention to detail to resolve issues.
- Ability to work effectively under pressure, manage concurrent tasks with multiple deadlines, flexible, versatile and quickly adapt to rapidly changing priorities.
- Maintains a composed, friendly demeanor and professional appearance.
- Effective interpersonal relationship skills preferred, and the ability to communicate in a confident, positive, professional manner to customers, employees, visitors, and vendors.
- Self-directed, self-motivated, demonstrates initiative, and possesses a strong desire and ability to learn and understand.
- Should be reliable, dependable with excellent attendance, and have schedule flexibility to respond to callbacks and work overtime as required to meet business needs.

Work Environment

While performing the duties of this job, the employee is subject to extremes of temperature while working in mechanical rooms or with equipment outdoors. The employee is occasionally exposed to work in high precarious places, fumes or airborne particles, toxic or caustic chemicals, and extremes of outdoor weather conditions and temperatures. The Memphis Jewish Community Center is a drug free and smoke free workplace. A part of our organization dress policy requires our employees to not have visible tattoos during work hours. All applicants are required to pass a Criminal Background check and a Urine Drug Screen before their start date.

TO APPLY:

Please send your confidential letter of introduction, two (2) professional references, and resume to Robert Schneider, IT/ Facilities Manager, at rschneider@jccmemphis.org.

Please include “**MJCC Maintenance Helper**” in the subject line.