



## **MJCC Maintenance Worker**

Reports to: Facilities Director

Classification: Full Time; Hourly; Sunday (8:00am – 5:00pm); Monday - Thursday (11:00pm – 8:00pm)

### **Position summary**

Under the supervision of the Facilities Director, the maintenance staff performs general building maintenance tasks and assists with room setups, light electrical, plumbing and general maintenance. The maintenance staff will receive general supervision from designated authority. Work involves a lot of walking, bending, reaching, standing, and pulling.

### **Responsibilities**

- Room Setup / Breakdown
- General building maintenance needs
  - Including but not limited to general electrical, plumbing, drywall, painting,
- Must be able to climbing ladders – including to access rooftop, high ceilings, etc.
- HVAC -- Knowledge on basic HVAC concepts and systems.
- Respond to emergencies as needed.
- Be able to lift or move 50+ lbs.
- Other needs as determined by the MJCC.

### **Skills and Qualifications**

- High School Diploma or General Equivalency Diploma (GED) preferred.  
Technical Experience
- Five (5) or more years' experience in maintenance is preferred but not required.
- Possesses basic knowledge of hand and small power tools, familiarity with machinery and fundamentals of electricity is desired
- 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.
- Exercises good judgment, uses discretion, and quickly follows through and follows up with a keen attention to detail to resolve issues.

### **Physical Requirements:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions to the extent the Company may do so without undue hardship.

**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. All applicants are required to pass a Criminal Background check and a Urine Drug Screen before their start date.

**Mission Statement**

Connecting, engaging, and strengthening Jewish Memphis

**Vision Statement**

The MJCC aspires to be a place where all Jewish Memphians feel connected, engaged, and inspired through excellence in Jewish programming, facilities, and leadership.