

**Job Title:** Maintenance Worker  
**Department:** Maintenance  
**Reports to:** Maintenance Supervisor

**Key Areas of Responsibility:**

- Performs preventative maintenance and handles basic repairs of facility structures and equipment, using hand and power tools.
- Maintains or repairs specialized equipment or machinery in the kitchen, bakeshop, laundry, etc.
- Paints or repairs roofs, windows, doors, floors, woodwork, plaster, drywall, or other parts of building structures.
- Performs or assists with repairs to pipes and plumbing fixtures.
- Performs or assists with carpentry work and minor electrical repairs and replacements.
- Assists with the maintenance and repair of heating and domestic hot water systems.
- Performs or assists with interior and exterior structural work.
- Periodically checks maintenance request box at the main office.
- Assists with preventative maintenance and repairs of facility vehicles.
- Gathers trash from various buildings and hauls trash to dumpsters.
- Transports linens to and from the laundry.
- Stocks wood at fireplace locations; starts and maintains fire in fireplaces.
- Transports food waste buckets to compost area and spreads and covers as required.
- Collects, transports, and loads recyclable materials.
- Stocks coal and removes coal cinders from the bake shop oven.
- Other duties as needed to support other departments and overall operations.

**Education:**

- High School Diploma or equivalent preferred.

**Experience:**

- Experience in a maintenance field (welding, plumbing, carpentry, electrical).
- Experience in interior and exterior structural maintenance and repair.

**Training**

- Vocational degree in a related field is a plus.
- Ability to obtain any government required license, permit, or certificate.

**Knowledge and Characteristics:**

- High degree of mechanical aptitude.
- Skill in the proper and safe use of all tools, equipment, materials, chemicals, and products relating to the department.
- Ability to communicate in the English language, both verbally and written.
- Ability to lift, grasp, and/or carry supplies or equipment weighing up to 75 pounds.
- Ability to climb stairs and ladders, working at heights up to approximately 25 feet.
- Ability to work in confined spaces.
- Valid driver's license and a clean driving record required due to operating company vehicles.

**Tools/Equipment Used:**

- Hand Tools (Hammers, screw drivers, wrenches, metal and wood saws, etc.)
- Power Tools (Chain saws, drills, rollers, etc.)
- Woodworking and metal tools
- Paint and painting supplies
- Light truck or other vehicles
- Heavy Equipment (tractors, bull dozers, etc.)
- Chemicals and cleaning supplies
- Ladders and scaffolding
- Concrete Tools and supplies

**Terms of Employment:**

This is a full-time, year-round position. Days will vary but will include some weekend and holiday work. Work will be indoor/outdoor and may involve working in inclement weather conditions from extreme heat to extreme cold temperatures. Starting pay is \$12 per hour, may be more based on experience.

This job description is not intended to and does not create a contract or offer of employment. If hired, employment will be on an at-will basis and can be terminated by either party.