



**ALBANY PARK
COMMUNITY CENTER**

Job Notice Maintenance Worker I

Albany Park Community Center, an Equal Employment Opportunity Employer, is seeking an individual to fill its full-time Maintenance Worker I position at our Kimball Site (5101 N. Kimball Ave., Chicago, IL 60625)

Work Schedule:

- Monday – Friday
- Full-time

Examples of Duties and Responsibilities:

1. Disposes of garbage, trash and refuse.
2. Sweeps, vacuums, mops and scrubs floors as assigned.
3. Cleans washbowls, sinks, mirrors, walls, wall tiles, toilets and urinals.
4. Washes, dusts and polishes windows, woodwork and furniture.
5. Cuts grass, maintains lawn, trims around trees, walkways and markers.
6. Prepares walls for painting and paints them.
7. Performs preventative maintenance tasks for all equipment/building systems as directed by management.
8. Ensures timely and accurate completion of forms and maintenance checklists provided by management.
9. Reviews and provides reports to the Site Director on a regular basis and upon request.
10. Develops and maintains professional relationship with vendors and contractors working for the agency.
11. Investigates maintenance-related problems and formulates solutions with management.
12. Maintains personal and professional skills through occasional developmental opportunities and vendor trainings.
13. Keeps updated with maintenance and safety procedures and practices in accordance with APCC rules and regulations.
14. Picks up or delivers supplies to various company sites.
15. Participates in overall agency facilities team.
16. Responsible for snow removal duties as required.
17. Ability to travel and work at other APCC sites when required.

18. Willingly assumes other duties and responsibilities as may be required or assigned.

Qualifications:

1. Two years experience in general housecleaning preferred.
2. Must have a vehicle for travel between sites.
3. Must have ability to work flexible shifts as a floater.
4. Knowledge of basic hand tools, maintenance equipment and maintenance supplies is required.
5. Basic repairs skills used in janitorial work are required.
6. Knowledge of methods used in general housecleaning required.
7. Ability to follow written and oral instruction is required.

Please send **cover letter and resume to:**

Email: hr@apcc-chgo.org

Fax: (773) 866-1617

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