

Samaritan Ministries Job Description

PT Maintenance Worker

Line of Authority: **Reports to Assistant Director**

Guiding Principle: **To uphold and strengthen the Christian purpose and mission of Samaritan Ministries in performing the duties of Maintenance Worker.**

| Primary Function of Position: Maintain the cleanliness of the building and grounds. | |
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| 90% | <p>Major Duty: Maintain the cleanliness of the building and grounds.</p> <p>Maintain grounds of the facility, including parking lot, sidewalks and outside trash cans, as needed.</p> <p>Complete daily cleaning of the Samaritan Inn, including hospitality room, men’s dorms, bathrooms, stairwells, laundry room, offices and administrative area.</p> <p>Complete daily cleaning of the Soup Kitchen, including cleaning bathrooms and mopping the floors of the kitchen and dining room.</p> <p>Wash, dry and fold laundry daily.</p> <p>Check entire physical plant daily to detect maintenance problems.</p> |
| 10% | <p>Initiate repair/work orders immediately when needed.</p> <p>Identify maintenance supply and equipment needs.</p> <p>Implement a maintenance plan for periodic tasks: including changing the thermostat batteries, changing HVAC filters, shampooing carpets, waxing floors, and washing walls and windows.</p> <p>Facilitate special volunteer projects related to building and grounds maintenance.</p> |

Status: Hourly pay; Nonexempt

Qualifications: High school graduate with three years experience in janitorial and maintenance services.

Work Schedule: 8:30 am – 12:30 pm Tuesday/Wednesday/Thursday and 8:30 am – 5:00 pm on Saturday/Sunday. This includes 30-minute lunch period on weekends. Some holiday work required.

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