

# **MOOSEHEART CHILD CITY AND SCHOOL, INC.**

**Position available: immediately**

## **Facilities Department: Maintenance/Utility Worker**

**full time with benefits**

**This is not an entry level position – must meet requirements**

### **General Summary:**

Responsible for the campus inventory control of furniture and appliances. Coordinates the transportation and repair of campus furniture and appliances.

### **Essential Functions:**

1. Maintains and updates Campus Inventory Control operations including campus homes and departments
2. Responsible for the movement of new and used furniture, appliances and/or equipment throughout the campus as well as the off campus pick up of donated goods.
3. Coordinates the pick-up and delivery (from the Supply Building) of supplies ordered by the Facilities Management Department
4. Delivery and hook up of washers and dryers.
5. Repairs vacuum cleaners.
6. Performs custodial work in Fieldhouse and other buildings as needed.
7. Minimum of 3 year experience in janitorial industry and practices.
8. Work special events as needed.
9. Generates and processes work orders for repair and moving of furniture, appliances, campus equipment etc. maintaining computer files of completed work orders.
10. Responsible for the maintenance and safety of the Furniture and Inventory Control areas.
11. Monitors the performance of pest control contractor.
12. Assists in snow removal by both plow and shovel.
13. Assists grounds, farm and labor staff when necessary.
14. Pick-up and deliver repair parts to and from local vendors.
15. Maintain confidentiality of company, staff or youth information sharing only on a needs to know basis.
16. Performs other duties as required or assigned.

### **Education, Knowledge, Skills, and Abilities Required to Perform the Job:**

1. Minimum of high school diploma or equivalent
2. Possess a valid driver's license and good driving history - no suspensions in past 3 years
3. Some accounting / inventory / data entry experience preferred
4. Able to climb stairs and lift in excess of 50 pounds
5. Experience in snow removal preferred

### **Compensation and Benefits:**

Hourly wage DOQ

Full benefits on the first of the month following date of hire include:

- Free basic life/AD=D, Short and Long term Disability
- Option to enroll in medical, dental, vol. life, vision, crit. Illness, accident, flexible spending
- 401(k)
- Paid time off
- EAP
- Use of fitness center
- Access to personal financial education presentations

Interested candidates should complete a general application at [www.mooseheart.org](http://www.mooseheart.org)

Questions: call 630-906-3616

