



The Jewish Community Center has an opening for a **Maintenance III- Operations** staff person to join our Buildings and Grounds team. This position is primarily located at our Creve Coeur location.

Hours for this position are Wednesday- Sunday from 2:00pm to 10:30pm with Monday and Tuesday as days off.

This is a full-time position eligible for our benefits package which includes: medical, dental, life, ad&d, and long-term disability insurances, voluntary insurance options, paid vacation, sick and holiday time, company paid pension and 403b for retirement, dependent care flexible spending account, health savings account, complimentary membership at the J and program discounts. We have onsite fitness, aquatics, early childhood education centers and adult day center (Creve Coeur only), complimentary parking, and much more at our multi-faceted facilities.

**Summary:**

Under the supervision of the Maintenance III Supervisor and Assistant Supervisor, to perform the daily set up and take down of all related events held within all J facilities. Perform custodial work required for the routine cleaning and upkeep of facilities. Minor preventative or routine maintenance associated with facilities. Must be able to work independently and as part of the overall Buildings and Grounds team

**Duties Include:**

- Help with physical set ups in the buildings and on the grounds for meetings and extra curricular performances, such as concerts, lectures, athletic events, etc.
- Lock and unlock doors to classrooms, lecture rooms, offices, etc.
- Collect debris removed from the buildings and place in containers for removal by truck.
- Replace burnt out lightbulbs as needed.
- Mop, sweep and scrub floors and other surfaces when needed.
- Routine walk through of locker and restroom to ensure cleanliness. If not, follow through with needed related work.
- Launder, fold and restock towels as needed.
- Drive agency vehicle to perform deliveries between buildings of things such as towels, lunches, mail, etc. May also drive locally to deliver and pick up items as necessary.
- Move furniture, supplies, and miscellaneous equipment as directed.
- Collect waste paper and recyclables.
- Sweep or shovel snow from entrances, walks and drives
- Delivery of items from back dock area to various departments.
- Alert Supervisor of any unusual occurrences, damage that has taken place, and work that needs to be completed as a result of various room activities

- Maintain open, professional and courteous communications with all staff/management/customers.
- Provide assistance to MIII Technician, MIII Supervisor or Assistant Supervisor when needed.
- Attend and participate in training and staff meetings as required.
- Perform related duties as assigned by a designated supervisor.

#### **Qualifications:**

- High School Diploma or GED required
- 1-3 years of experience custodial or facility operations
- Current MO Chauffeurs license is required for use of Agency vehicles. Must obtain within 30 days of employment if do not currently have.
- Current CPR and First Aid certification; must be able to obtain if not current. Training will be provided.
- Able to read and understand written material and instructions.
- Able to work inside and outside in all types of weather.
- Must be able to spend majority of shift walking, twisting, bending, pushing, stooping and pulling.
- Must be capable of working in a fast-paced environment with multiple interruptions.
- Must be capable of working in a fast- paced environment with multiple interruptions.
- Must be able to stand and exert well paced mobility.
- Must be able to lift up to 80 lbs on a regular and continuing basis.
- Must be able to push and pull carts weighing up to 100 lbs.
- Requires manual dexterity to use and operate all necessary equipment
- Ability to climb and work with the use of a ladder

#### **Physical Demands (when working in Laundry):**

Most work tasks are performed indoors. Temperature is moderate and controlled by building environmental systems; however, laundry staff must be able to work in extreme temperatures found in laundry rooms (+80F), possibly for one hour or more. Must be able to push and pull carts and equipment weighing up to 100 lbs. on a regular and continuing basis.

***An offer of employment for this position is contingent on passing of pre-employment physical, drug test, background and motor vehicle records checks. Position is part of our ongoing random drug testing pool.***

To learn more about the J, please see our website [www.jccstl.org](http://www.jccstl.org)

To apply for this position, please submit your cover letter and resume to [careers@jccstl.org](mailto:careers@jccstl.org) . Please be sure to indicate the title of the position you are applying for in the subject line of your email, "Maintenance III- Operations Creve Coeur". The application is available for printing from the employment section of our website. Please note that this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's e-Verify program.