



Now Hiring

Facilities Associate: Temporary Full-time position

Duration: May 6, 2024 thru August 30, 2024

Job Description:

- Assist Director of Operations with daily facilities management at 10 Harrison Avenue and 309 McLaw's Circle.
- Detailed cleaning, sweeping, mopping, vacuuming, bathroom upkeep, removal of trash, cleaning, windows/doors, stocking supplies, and doing minor repairs.
- Assist with special events, bin rotations between WHOM and WHOM warehouse, and food boxes transported for distribution.
- Assist with and coordinate weekly food distributions (30-40 lb. boxes)
- Monitor fire safety standards, certifications, and operational standards
- Assist in maintaining vehicle fleet
- Assist in check-in and transporting deliveries
- Assist Director of Housing for client move-ins as needed
- Other duties as assigned

Hours:

- Monday – Friday 9-4. (Hours may vary in case of work demands)

Physical Requirements/Environmental Conditions

- Ability to push or lift 60 lbs. consistently (heavier weight occasionally)
- Standing for extending periods of time & walking distances
- Ability to climb stairs and ladders
- Bending at waist, sitting, kneeling, climbing, walking, & crouching
- Ability to work with extreme temperatures
- Working around lubricants, solvents, batteries, paints, & chemicals

All applicants can email Don@Williamsburghouseofmercy.org