

West Midland Family Center is seeking a passionate individual to keep the building running and looking like new! We're looking for a person to work part or full time, mostly afternoons. If you are a dependable, motivated, self-starting individual who is able to tackle any repair task this position is for you.

Please visit our web site [http://www.wmfc.org/get\\_involved/job\\_opportunities.html](http://www.wmfc.org/get_involved/job_opportunities.html) to learn more about us and fill out an application. Email the application, cover letter and resume to: [larsonb@wmfc.org](mailto:larsonb@wmfc.org)

### **Personal Qualities Desired**

Honest, Trustworthy, Dependable

Diligent, Self-motivated, Self-starter

Able to work independently or with others

Someone who looks for things that need to be done and does them

Mechanical aptitude

Act in a manner that promotes the values of West Midland Family Center

### **Duties**

Keeping the building and grounds clean and presentable

- Clean & stock bathrooms
- Sweep, mop, dust, vacuum
- Grounds & Lawn care
- Plowing, shoveling, salting the parking lot and sidewalks

Fixing things to keep building as like new as possible

- Minor carpentry repairs
- Plumbing
- Minor electrical
- Equipment maintenance
- Painting
- Gym floor maintenance
- Bowling equipment maintenance
- Other repair projects as they arise

Weekly room setup and change overs as needed for programs and events

Point person for maintenance and cleaning things that come up while building is open.

Helping out with general operations

### **Schedule**

We offer flexibility, and need flexibility to provide maintenance/ custodial coverage depending on building usage and needs. Desired shift is primarily week day's afternoon and evenings. Also need availability for Saturday afternoon and evening. Other shifts as needs arise.

### **Desired Experience**

Cleaning & stocking commercial bathrooms

General cleaning tasks like sweeping, moping, dusting, vacuuming, etc.

Cleaning and maintaining Commercial kitchen equipment  
Lawn mowing, edging, racking, snow shoveling, salting  
Working with auto floor scrubbers, buffers, carpet cleaning equipment  
Plow truck experience is a plus

1-3 years' experience in the following would be a bonus:  
Light electrical work, changing light bulbs, outlets, switches, etc  
Plumbing repairs like fixing leaking pipes, replacing faucets etc.  
Changing air filters in commercial HVAC equipment

**Compensation**

Pay based on experience