



FACILITIES MAINTENANCE Various Berkshire County Locations

Elizabeth Freeman Center (EFC) seeks an efficient Facilities Maintenance staff member to work independently performing custodial, cleaning, and basic maintenance duties including light carpentry in our main office and other locations, and to coordinate repairs with outside professionals as needed.

Responsibilities:

- Interior cleaning of locations and general maintenance on a weekly basis and as needed including but not limited to: bathrooms, kitchens, carpets, hard flooring, paper products replenishment, emptying of trash receptacles including recycling, replacement of light bulbs or fixtures as needed, ensuring all doors and locks are working properly.
- Exterior maintenance: keeping sidewalks and all entry areas free of clutter, snow, ice, and dirt; painting or repairs of exterior areas of buildings; replacing exterior bulbs or fixtures as needed.
- Special projects as requested by supervisor, including but not limited to: interior painting of office and shelter space, installation and removal of air conditioners seasonally, moving summer equipment outside in proper timing, moving furniture between offices or rooms.
- Report to supervisor all facility related problems that are out of scope of ability.
- Work with outside contractors to solicit bids, gather contracts and oversee completion of projects.
- Arrange inspection and repairs to ensure property owned by agency meets code.
- On occasion, assist in moving a guest or client, with another staff member.
- Complete unscheduled or out of the ordinary tasks as requested by staff through the maintenance form request process.
- Work as a member of overall agency and program team, maintaining confidentiality, treating both staff and clients with respect.
- Complete all other duties assigned to further EFC's mission.

Qualifications:

- Excellent time management skills
- Ability to lift 50 pounds and climb stairs regularly.
- Ability to work well as part of a team and independently.
- Effective written and spoken communication, and proficient computer skills.
- Have a truck capable of moving objects such as dressers, file cabinets

- Must successfully pass Criminal Record Check-CORI, be found suitable to work with children, and have valid Massachusetts driver's license and reliable transportation.

Work Hours:

30 hours per week. Weekly or as needed early morning hours beginning at 8:30 for cleaning, snow removal, etc. Occasional evening, and weekend work may be required for exterior upkeep during weather events and/or assistance with agency events.

Compensation and benefits:

This position currently begins at \$24.50 per hour plus \$1.00/hour increment for bilingual English/Spanish skills, additional increments for other frequently used languages, special skills and education, and a year-end stipend depending on funding (generally \$2,500 - \$3,600 prorated by hours). EFC pays 85% of health insurance premiums and contributes to an FSA. EFC has generous paid leave as well as other benefits.

Applying:

To apply, please send cover letter and resume to jobs@elizabethfreemancenter.org. Deadlines are rolling until position has been filled.

EFC is an Affirmative Action/Equal Opportunity Employer. Survivors of domestic or sexual violence, people of color, people with disabilities, people who are bilingual/bicultural, and members of the LGBTQ community are strongly encouraged to apply.