

## Maintenance

### **ABOUT THE JCC EAST BAY**

The JCC East Bay is a welcoming home for people of all ages and life stages. Our mission is to create healthy communities inspired by Jewish values, culture, and tradition. We build interpersonal relationships, foster learning and inspiration, and explore Jewish life. The JCC's core programs include intergenerational Jewish holiday celebrations; early childhood education and preschool; camp and afterschool programs; and provocative cultural arts and civic engagement events. The JCC serves and reflects the diverse residents of the East Bay, offering physical gathering spaces for the Jewish and broader community.

### **POSITION SUMMARY**

The Maintenance staff is responsible for the overall cleanliness and sanitation of the facility at the JCC East Bay. They are responsible for supporting the operations of JCC programs maintaining the physical spaces of the JCC East Bay. They will work at both the main building in Berkeley (primarily) and the satellite office in Oakland. The Maintenance staff is responsible for maintaining the cleanliness of the building throughout the day as well as after hours to ensure the building is ready for programs the following morning. They will report to the Director of Facilities.

#### Daily Maintenance

- Inspect facilities to identify building maintenance needs; complete inspection and preventative maintenance reports; recommend, prioritize, and perform corrective maintenance as needed.
- Empty trash in office spaces and program areas.
- Clean and disinfect high traffic surfaces.
- Pick up trash and litter around facility.
- Maintain neat, clean, and organized maintenance workspace and storage area.
- Use and store cleaning products in accordance with manufacturer's instructions; mix various cleaning agents for use.
- Clean windows, glass partitions, and mirrors.
- Restock paper products throughout building.
- Identify and report possible repairs.
- Assist in event setup, take down, and clean up during and after programs.
- Assist facilities staff in building preparation for inclement weather.
- Work closely and smoothly with other members of the facilities staff.

#### Nightly Cleaning

- Vacuum, sweep, and mop floors.
- Dust furniture and scrub surfaces clean.
- Clean and service restrooms with mops and disinfectants.
- Gather and empty trash; move dumpsters for city trash pickup.

General

- Carry a radio at all times and maintain contact using radio communication protocols.
- Lock doors, close building at end of shift.
- Move dumpsters to curb for city pickup (weekly).
- Other duties as assigned by the Director of Facilities.

**REQUIRED MINIMUM QUALIFICATIONS**

- High school graduate or GED certificate.
- Ability to set up and break down a room or space.
- Can push/pull objects weighing more than 100 lbs. and can lift and carry objects weighing more than 50 lbs.
- Ability to work sitting or on one's knees while doing repairs; climb on ladders.
- Ability to bend at waist, sit, kneel, climb, and walk as job may require.
- Can walk and stand for extended periods of time while performing duties throughout the work day.
- Ability to work safely in an environment with children ages 2-10.
- Can communicate effectively in both oral and written form.

The Maintenance staff will be part of the collective bargaining unit, along with all other employees at the site who work 20 or more hours per week (excluding project employees, managerial employees, confidential employees and supervisors). The rate of pay for will start between \$17.64 and \$18.07 per hour. Excellent benefits including medical, dental, vision, vacation, sick pay, and holidays (including Jewish).

*The JCC East Bay is an Equal Opportunity Employer and makes employment decisions on the basis of merit. JCC East Bay policy prohibits unlawful discrimination in accordance with federal, state, and local laws. The JCC East Bay complies with the Americans with Disabilities Act and is committed to providing reasonable accommodations for people with disabilities. If you require particular accommodations during the application and interview process, please inform us of your needs so that we can provide accordingly.*

*Systemic inequities in hiring have caused women, people of color, LGBTQ+ folks, and others to apply to jobs only if they meet all of the qualifications. The JCC East Bay encourages you to apply anyway, as no one ever meets 100% of the qualifications. We look forward to your application.*

*The JCC East Bay requires all employees to be fully vaccinated against COVID-19, and applicants are required to submit proof of vaccination prior to beginning employment. (As of January 31, 2022, the definition of fully vaccinated includes a booster shot.) In accordance with the law, the JCC East Bay will accommodate employees who cannot be administered the COVID-19 vaccine for medical/disability or religious reasons if to do so is not an undue hardship.*