



Job Description – Building Assistant, Cleaning and Security

Title: Building Maintenance Assistant, Cleaning and Security

Reports to: Executive Director and Building Supervisor

Job Status: 20 hours per week – 2-6PM M-F

Jo Ann Carter Harrelson Center is a humanitarian services campus of nonprofit organizations that offer hope, opportunity, and empowerment.

Job Description: Essential position with small nonprofit team in large building/campus environment. Responsible for cleaning of all common areas, yard maintenance, and building maintenance. End of day security check.

Position Responsibilities:

- Clean all common areas and bathrooms and assist in maintaining grounds.
- Dispose of trash in common areas.
- Provide light maintenance as directed and assist Building Superintendent as needed.
- Respond to and log all maintenance requests from building tenants with work order process.
- Inspect building and grounds at end of day and report any issues.
- Participate in monthly staff meetings.

Position Requirements:

- Maintenance and custodial experience required.
 - Positive attitude.
 - Work well with others and remember the Harrelson Center's mission to offer hope and compassion.
 - Attend monthly Harrelson Center staff meetings when possible*
- *all meetings occur during 9-5 office hours
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