

Isles, Inc. – Facilities Maintenance Assistant – Temporary

General Summary

Founded in 1981, Isles is a nationally recognized nonprofit community development and environmental organization with the mission to foster more self-reliant families in healthy, sustainable communities.

Position Summary

The Facilities Maintenance Assistant is responsible for assisting with the regular cleaning and routine maintenance of all Isles office spaces. This includes three physical locations: 10 Wood Street and 33 Tucker Street in Trenton, and 1 North Johnston Ave. in Hamilton. The position ensures that these office spaces are safe, clean and welcoming for staff, clients, and visitors; provides set up and take down support for events and meetings; and works with Building Maintenance Staff to address issues and make minor repairs and upgrades.

This is a temporary, full-time position; wage is \$19.50 per hour; schedule is Tuesday - Saturday, 1PM – 9PM.

Essential Functions

Regular Cleaning

- Regular cleaning of kitchens and restrooms
- Regular trash removal
- Regular cleaning of floors, carpets, baseboards, windowsills, hallways, elevators, offices, tables and chairs
- As needed spot cleaning of all glass partitions, doors, and windows

Event and Meeting Support

- Sets up and takes down chairs, tables and other equipment as needed
- Insures cleanliness of event spaces and conference rooms before and after major events and meetings

Routine Maintenance

- Performs routine building maintenance tasks
- Responds to building maintenance emergencies
- Assists with building and office repairs and upgrades
- Ensures long life of maintenance and cleaning equipment through proper use, care and storage

Education, Skills, Experience

- Good verbal communication and interpersonal skills
- Ability to work productively and efficiently with minimal supervision
- Ability to manage time, prioritize tasks and anticipate needs
- Knowledge of different cleaning products and tools and proper use thereof
- Ability to stand and walk for long periods
- Ability to lift and move over 50 pounds
- Basic computer skills / comfortable using technology

Interested candidates should submit resume and cover letter to hr@isles.org