

## **JOB DESCRIPTION**

**Nutrition & Services for Seniors**

**JOB TITLE:** Maintenance Worker

**DEPARTMENT:** Operations

**REPORTS TO:** Maintenance Coordinator

**REVIEWED:** 01/19/2023

<b>SUMMARY</b>	The Maintenance Worker is responsible for helping maintain the premises of Nutrition & Services for Seniors Headquarters. This position reports to the Maintenance Coordinator.
<b>DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Perform necessary cleaning activities, such as dusting, moping, trash removal, etc.</li> <li>• Help to keep dining center clean</li> <li>• Maintain the grounds, including garden and yard upkeep, trimming, edging, mowing lawn, collecting trash, etc.</li> <li>• Fix and maintain machines, mechanical equipment, and buildings</li> <li>• Perform minor fixes, such as repairing broken locks</li> <li>• Assist Maintenance Coordinator with installing appliances and equipment</li> <li>• Conduct maintenance task such as replacing light bulbs/filters</li> <li>• Assist Maintenance Coordinator with inspection and troubleshoot equipment and systems (e.g. ventilation)</li> <li>• Assist with any furniture items that need to be moved</li> <li>• Ensure adherence to quality standards and health and safety regulations</li> <li>• Report to maintenance coordinator for issues</li> <li>• Perform any additional duties, as assigned</li> </ul>
<b>MINIMUM KNOWLEDGE, SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• HS Diploma, GED, or equivalent work experience</li> <li>• Ability to read, write, and speak English</li> <li>• Basic knowledge of HVAC, plumbing and electrical systems</li> <li>• Experience using hand and electrical tools</li> <li>• Ability to read technical manuals and drawings</li> <li>• Physical stamina and dexterity</li> <li>• Have reliable transportation</li> <li>• Good communication and interpersonal skills</li> <li>• Flexible to work inside office or outside on the grounds</li> <li>• Willingness to be trained and learn any new tasks, as necessary</li> </ul>

## DESCRIPTION OF PHYSICAL DEMANDS

For physical demands of position, including vision, hearing, repetitive motion, and environment, see following description. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position without compromising client care.

### PHYSICAL DEMANDS

*-On-the-job time is spent in the following physical activities  
Show the amount of time by checking the appropriate boxes below.*

— Amount of Time —				
	None	up to 1/3	1/3 to 1/2	2/3 and more
Stand:				X
Walk:				X
Sit:				X
Talk or hear:				X
Use hands to finger, handle or feel:				X
Push/Pull:				X
Stoop, kneel, crouch or crawl:				X
Reach with hands and arms:				X
Taste or smell:		X		

*-This job requires that weight be lifted, or force be exerted.  
Show how much and how often by checking the appropriate boxes below.*

— Amount of Time —				
	None	up to 1/3	1/3 to 1/2	2/3 and more
Up to 10 pounds:				X
Up to 25 pounds:				X
Up to 50 pounds:				X
Up to 100 pounds:		X		
More than 100 pounds:		X		

### WORK ENVIRONMENT

*-This job requires exposure to the following environmental conditions.  
Show the amount of time by checking the appropriate boxes below.*

— Amount of Time —				
	None	up to 1/3	1/3 to 1/2	2/3 and more
Wet, humid conditions (non-weather):				X
Work near moving mechanical parts:				X
Fumes or airborne particles:				X
Toxic or caustic chemicals:	X			
Bloodborne pathogens:	X			
Outdoor weather conditions:				X
Extreme cold (non-weather):				X
Extreme heat (non-weather):				X
Risk of electrical shock:				X
Work with explosives:	X			
Risk of radiation:	X			

**I have received, read, and understand the Position Description/Performance Evaluation above.**

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Date

