

Job Title: Maintenance Assistant

Reports to: Senior Director of Finance & Administration/Property Manager



Duties and Responsibilities:

- Assist property manager with maintenance and repairs of three buildings and surrounding property.
- Assist with general cleaning in three buildings.
- Pick up of furniture and donations with company van.
- Other duties as assigned.

Requirements:

- High school diploma or GED equivalent.
- General maintenance and repair experience preferred.
- Valid NYS driver's license; Department of Motor Vehicle check required for employment.
- Ability to lift up to 50 lbs.
- Good communication and people skills.
- Demonstrates skills in working with clients from various backgrounds and cultures and embraces Gerard Place's mission to strengthen families.

Application deadline: Open until filled. We thank all candidates for their interest, however, only those selected for an interview will be contacted.

Hours: M-F, 20-25 hours per week, potential for increased hours

Payrate: \$13-\$15/hour based on experience

Email resume & cover letter to Jill Mattson at jmattson@gerardplace.org or mail to:

Gerard Place, Attn: Jill Mattson, 2515 Bailey Avenue, Buffalo, NY 14215

No phone calls please.

Gerard Place is an Equal Opportunity Employer (EOE).