



Job Title: Maintenance Assistant

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

Full time (37.5 hours/week), non-exempt, competitive salary, excellent benefits.

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.

This is a full-time position. Benefits are available the first of the month following the full-time employee's date of hire and include health and fully paid life insurance, short-term and long-term disability insurance. Eligibility for our 403b retirement plan is available to full-time employees upon hire. Excellent time off benefits for holidays, vacation and personal time is included.

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

Email resume and 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.