



Mothers & Babies **PERINATAL NETWORK**

346 Grand Avenue,
Johnson City, NY 13790
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JOB TITLE: Cleaning & Maintenance Technician

REPORTS TO: Office Manager

FTE: Part-time – 20 hours/week

M&BPN is a moderate-size non-profit organization providing health support services to over 10,000 individuals and families annually. Our facility comprises approximately 18,000 sq. ft of office and meeting space and a large children/family center, and a 50-space parking lot.

Position Description: The Cleaning & Maintenance Technician is expected to work 4 hours/day, 5 days/week, with hours to be coordinated based on season and need (the CMT needs should have some flexibility for work schedule). The CMT is responsible for regular cleaning of all areas of the agency, completing interior and exterior minor repairs and maintenance.

Responsibilities include:

- Cleaning of entire agency – all offices, meeting spaces, kitchens, restrooms and the PAL Center at least 1-2 times/week.
 - include but not limited to cleaning and stocking restrooms, administration offices, mopping/sweeping/vacuuming floors, cleaning break rooms, and emptying trash.
- Replenish hand soap/hand sanitizer dispensers and stocks paper products in all bathrooms and kitchens.
- Keep storage areas clean, orderly, and safely secured.
- Internal and external window cleaning at least once/month.
- Keep outside of building, sidewalk and parking lot free of trash.
- Keep sidewalks, front and rear emergency/fire exits free of snow and ice during winter months as needed.
 - Light snow removal and salting of property by 8:30 AM during the weekdays
 - Assist with and oversee contracted snow removal/plowing service with snowfall greater than 3 inches.
 - Advise and assist with weekend removal during heavy snow occurrences. (may require extra hours)
- Provide general maintenance as needed.
 - Conduct regular inspection of agency to identify maintenance needs.
 - Perform minor repairs such as fixing leaks, patching holes, tightening fixtures, light painting and addressing other basic maintenance needs.
 - Maintain tools and equipment, ensuring stored correctly and in working condition.
 - Inspects building and grounds daily for safety and cleanliness. Communicate any safety hazards or building maintenance needs to the Office Manager.
- Report any major repair needs or potential hazards to the Executive Director
- Assists with delivery and storage of supplies.
- Set-up/take down/repair/move furniture, as needed.

Required Skills & Qualifications

- Physical stamina and ability to lift, push, or pull 50-100 lbs.
- Physically capable of traversing stairs between floors and climbing ladder for internal needs.
- Basic knowledge of maintenance tools and equipment
- Familiarity with common cleaning equipment, cleaning products and safe usage
- Strong attention to detail
- Basic problem-solving skills
- Ability to work independently and as part of a team.

Preferred Qualifications:

- No experience is necessary other than a great attitude, attention to detail and a desire to work in a clean environment!
- Must have a valid driver's license and reliable vehicle.

THE POSITION OF CLEANING & MAINTENANCE TECHNICIAN IS A PART-TIME, NON-EXEMPT POSITION, AND IS THEREFORE SUBJECT TO THE PROVISIONS OF THE FAIR LABOR STANDARDS ACT.