

PART-TIME Facilities Assistant

The Severna Park Community Center (SPCC) is looking for a PART-TIME Facilities Assistant to join this local nonprofit center. Join a growing nonprofit organization working to provide a space for the community to gather, play, grow and thrive!

He/she will enjoy discounted and free uses of the many programs available at the center, including use of the fitness center and swimming pool. This position is located at the center's office in Severna Park, Maryland.

Summary:

The Part-Time Facilities Assistant provides support for events and programs – setting up and breaking down tables, chairs and other equipment as needed. He/she reports to the Facilities Director when there is any trouble with plumbing, lighting, breakage or breakdown of equipment or furniture, while providing custodial services throughout the property.

He/she is responsible for daily cleaning, special event support, and building services, including: sweeping, scrubbing, waxing and polishing floors; cleaning rugs and carpets; emptying waste baskets and moving trash and waste to disposal areas; maintaining rooms, hallways, lobby areas, lounges, offices, rest rooms, elevator, stairways, entrances and exits, storage rooms and work areas.

Maintaining a positive attitude, with an ability to communicate with co-workers and center patrons is a must. Additionally, candidates must be willing to work evenings, weekends, and some holidays.

Skills, Abilities and Knowledge Required:

- Preference given to candidates with at least one year of relevant experience.
- Able to organize and prioritize work and perform duties independently.
- Ability to walk, stoop, kneel or crouch to complete work.
- Ability to operate industrial cleaning equipment is important.
- Able to read, write, and speak English to understand and communicate written/verbal instructions.
- Able to work well with others in a team-oriented environment.
- Knowledge of customer service standards and procedures.
- Must have a valid driver's license.
- Able to work on a ladder, and effectively use standard hand tools (hammer, pliers, screwdriver, etc.).

- Basic understanding of common safety practices and OSHA regulations.
- Able to regularly lift and/or move up to 30 pounds, and occasionally lift and/or move up to 50 pounds.

Education:

- High school diploma or GED preferred.

Severna Park Community Center is an equal opportunity employer.

Job Type: Part-time

Pay: \$15.00 - \$17.00 per hour

Expected hours: 16 – 20 per week

Schedule:

- Evening shift
- Every weekend

Work Location: 623 Baltimore Annapolis Blvd, Severna Park, MD 21146

To apply for this position, please send your resume to hr@spcommunitycenter.org or stop by our front desk to complete an application.