



**Position:** Porter/Maintenance Worker

**Location:** Bronx, NY

**Reports to:** Manager of Operations

**Supervisory Responsibilities:** Yes No x

**Summary:** The porter/handyperson plays an essential role in ensuring a safe and healthy environment for the residents and staff of Nazareth Housing's TIER II emergency family shelter. The porter/handyperson will ensure that all tasks are done to the standards identified by the Manager of Operations as well as the Department of Homeless Services (the program funder). In this role, the person will perform routine maintenance duties to ensure cleanliness of all building common areas, halls, basement, stairways, trash rooms and other public areas (bathrooms, office space, etc.). This person will also be responsible for performing the assigned tasks in compliance with all COVID related mandates.

Responsibilities:

- Sweep all public areas daily
- Wet mop public areas several times per week depending on usage and appearance
- Clean laundry rooms weekly, removing lint from dryers daily
- Clean interior and exterior light fixture
- Clean mailboxes, common area wall, elevator walls
- Clean lobby windows and glass doors
- Paint, sand and spackle apartments, stairwells etc
- Perform light handyperson work
- Pick up litter inside buildings and on grounds
- Maintain exterior grounds.
- Sort recycling and put trash out for pick up on signed days
- Clear sidewalks of snow and ice in winter.
- Perform basic plumbing skills, unclog toilets, and replace washers
- Inspect, repair and replace smoke and carbon monoxide detectors
- Report building damage and vandalism, unusual circumstances and unsafe conditions to Manager of Operations
- Other related tasks as assigned by management



## Qualifications

- Basic handyman experience with building cleaning or knowledge of general maintenance
- Able to lift 50lbs, standing, walking, or climbing stairs
- Must be able to ascend and descend up to 6 flights of stairs multiple times a day.
- Proper use of power tools, and basic carpentry skills preferred.
- Eager to learn new skills and willingness to take direction
- Bi-lilingual English/Spanish a plus

## Position Type and Expected Hours of Work:

- This is a full-time, non-exempt position. Workdays and hours are generally 9:00 am to 5 pm Monday – Friday
- Travel between two Nazareth Housing Bronx sites will be required
- Additional hours will be required on occasion, especially before and after adverse weather events.

**Salary:** Commensurate with experience

**To Apply:** Submit your resume and cover letter with salary requirements to [jobs@nazarethhousingnyc.org](mailto:jobs@nazarethhousingnyc.org).

Nazareth Housing requires all new employees to be fully vaccinated against COVID-19 as a condition of employment, unless they qualify for a reasonable accommodation for medical or religious reasons. Accordingly, new employees must submit proof of vaccinations prior to the commencement of employment, unless a reasonable accommodation is granted.

*Nazareth Housing is committed to building a diverse and inclusive community. We support a broadly diverse team who will contribute to our organization. We are an equal employment opportunity for all regardless of race, color, citizenship, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran or reservist status, or any other category protected by federal, state, or local law.*