

JOB OPPORTUNITY

Position Title: Temp Facility Assistant

Location(s): Adams

Salary Grade: G-3, \$9.10 - \$12.64

Vacancies: 3

Work Hours: 8:00 am – 5:00. pm

Work Year: 24 weeks

Job Summary

To provide routine and/or emergency repairs and maintenance of facilities, grounds, equipment, and assist with remodels and installations. Provide support services such as transporting materials/furnishings related to staffing changes, relocations and expansion of facilities and training or event set ups.

1. Assist with repair and maintenance of buildings, storage facilities agency wide.
2. Assist with remodels, refurbishing and repair of interior office spaces, classrooms, and storage units, includes minor carpentry, painting, sanding, and refinishing of furniture, fixtures, and equipment.
3. Assist with moving office furniture, fixtures, and equipment within and between sites to support staffing changes, relocations, remodels, and program expansion.
4. Assist with routine maintenance of all heating and ventilation systems.
5. Assists with minor plumbing and electrical repairs and maintenance.
6. Assist with routine inspections of interior and exterior areas to ensure areas are free of safety hazards, trash, and other foreign materials etc.
7. Assist with repair, maintenance, upkeep, moving & transport of playground structures.
8. Ensure that safety and health procedures are followed as directed by Facilities Coordinator.
9. Complete safety checklist once per month at each site.
10. Assist with transport and delivery of supplies to sites
11. Complete daily pre-trip van checklist.
12. Assist with training and special event set-ups.
13. Attend meetings and trainings as required or recommended by supervisor.
14. Perform other duties as assigned.
15. Respond to on-call after hours emergency (facilities and maintenance).

Qualifications:

High School diploma or GED preferred and one year custodial or related work experience.

License Requirements: Current driver's license with safe driving record

Resume / Application Closing Date: until filled

Please Submit Cover Letter, Resume and AJFC Application To:

Zadier Thomas, Human Resources Director

AJFC Community Action Agency, Inc. | P.O. Box 3011

1038 North Union Street Building A | Natchez, MS 39121

Email: careers@ajfccaa.org | **Fax:** (601) 442-9572