



Job Title:	Maintenance and Tool Technician	Reports to :	Neighborhood Building Manager
Team:	Neighborhood Building	FLSA:	Non-Exempt
Position Type:	Regular Part-time Hourly	Hours:	Approximately 30 hrs per week, some evening/weekend hours
Supervises:	Volunteers	Key Employee:	No
Adopted:		Revised:	

Job Description

Overview:

Matthew 25 is a vibrant, growing non-profit organization. Our mission is to *empower people to transform neighborhoods* and we envision a thriving, connected community where people are valued and talents are multiplied; where neighborhood families have access to safe, affordable housing and healthy food; and where youth are empowered through reading and the creative arts.

The Maintenance and Tool Technician is responsible for cleaning and maintenance at Matthew 25 properties as well as managing and staffing the Matthew 25 Tool Library. The Maintenance and Tool Technician cleans, troubleshoots, performs minor repairs; implements setup and takedown for a wide variety of events; works closely with other employees and volunteers; and resolves problems to ensure efficient and safe operations.

Essential Maintenance Duties:

- Performs, schedules, coordinates routine and comprehensive custodial maintenance.
- Cleans and disinfects restrooms and kitchen; Vacuums, shampoos and spot-cleans carpets and furniture.
- Sets-up and tears down tables and chairs for events.
- Performs maintenance and grounds work on Matthew 25 properties.
- Assists in coordination of Transform week and other volunteer projects.

Essential Tool Library Duties:

- Staffs Tool Library hours (up to 12 hours/week).
- Helps members find the right tools and advises on projects.
- Maintains a clean, organized, and inviting Tool Library.
- Tracks tools and transactions using database and POS system.
- Repairs and maintains tools with help from volunteers.
- Organizes Annual Tool Sale to Support the Tool Library.

Skills/Qualifications:

- One year of custodial or maintenance experience.
- Knowledge of home improvement tools and a desire to learn more.
- Excellent customer service skills, able to be warm and friendly with a variety of people.
- High standards and attention to detail with cleaning tasks.
- High level of integrity. Interest in working in a mission-oriented ministry setting.
- Self-starter, dependable with a desire to grow in position.
- Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to work safely in an environment containing caustic chemicals, cleaning materials, dust and noise.
- A valid driver's license with no insurance restrictions is required.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization. All offers of employment are contingent upon the selected candidate's ability to pass both drivers license and criminal history background checks.