



TULSA DAY CENTER, INC.

Mission: To serve those who are experiencing or at risk for homelessness

Job Description: Maintenance Worker

Date of Preparation: January 2022

Dates of Review:

Dates of Revision:

I. JOB SUMMARY

The Maintenance Worker reports to the Facilities Manager at Tulsa Day Center and ensures the cleanliness of the facility and assists in the overall operation of Tulsa Day Center facilities. This position is a 40 hour per week position. This position may require working evenings, night, weekends and holidays.

II. RESPONSIBILITIES AND DUTIES

The Maintenance Worker will have the following responsibilities:

- A. Maintaining overall cleanliness of the building(s)
- B. Cleaning showers, restroom facilities and sleeping areas
- C. Cleaning Offices/ Day Rooms / Grounds / Common Areas
- D. Performing general repair/ maintenance of the facilities (light repairs and light maintenance)
- E. Touch up- painting and drywall repair
- F. Picking up and taking out all trash around facilities
- G. Cleaning windows and window frames (interior and exterior), wiping down walls and other items to maintain a clean and safe environment.
- H. Provide excellent guest service through well-maintained facilities

III. QUALIFICATIONS AND SKILLS

Important qualifications and skills for this position are:

- A. Prior experience in facilities maintenance preferred
- B. Highly motivated self-starter with ability to accept feedback
- C. Ability to work well with others and de-escalate crisis situations
- D. Ability to work as part of a team
- E. Able to lift up to 50 pounds and walk/stand most of the day in indoor and outdoor areas
- F. Ability to work a flexible schedule of nights, days, weekends, and holidays