



Transportation Assistant and Maintenance Associate Job Profile

Department: Operations

FLSA Status: Non-Exempt

Job Status: Full-Time

Position Summary:

The Transportation Assistant and Maintenance Associate is responsible for providing prompt, safe, and courteous transportation for House families, and will perform general cleaning, maintenance, and repairs for assigned equipment and facilities.

Key Responsibilities

Transportation Assistant (First Priority)

- Drives the shuttle Monday and Friday and available to fill in on other days, as needed.
- Maintain fuel in both vehicles.
- Pickup and deliver donations.
- Bread pickup every Tuesday.
- Follows all established procedures for transporting House guests and families.
- Adherence to established Fleet Policy
- Maintains a clean, pleasant, and calm environment inside the shuttle.

Daily Maintenance Support (Second Priority)

- Puts away donations.
- Checks the generator gate lock daily.
- Checks all exterior trash cans (terraces).
- Cleans up trash around the front of the House, garage entrance and ramp, and smoking area (including the handicap lift – inside and underneath).

Weekly Maintenance Support (Second Priority)

- Cleans out grate at garage entrance
- Cleans and repairs garage characters
- Uses leaf blower to clear leaves from around the exterior of the building, garage entrance, dumpster/smoking area and all terraces.
- Second and fifth floor washers and dryers – clean gasket with disinfecting spray.
- Checks all wall mounted air fresheners and replaces batteries and scent cartridges, as needed.
- Checks all hand sanitizer dispensers. Refills sanitizer, as needed.

- First, fifth, and sixth floor kitchens:
 - Refill dishwashers with rinse aid and salt. While completing this, check if food trash has gathered at the bottom and clean out, as needed.
 - Run the fifth and sixth floor dishwashers.
- Pour water down the first-floor kitchen drain, kosher pantry kitchen sink, mechanical room, and staff bathroom shower drain.
- Second and fifth floor laundry rooms – use the lint lizard on all dryers.

Monthly Maintenance Support (Second Priority)

- First, fifth, and sixth floor clean grills and coils in all refrigerators and freezers. Use warm soapy water to clean the gaskets.
- First, fifth, and sixth floor clean all ice maker coils and grills (exception – not the large ice maker located in the back of the family kitchen).
- Second and fifth floor clean laundry room gaskets using rags and disinfecting spray.
- Sweep all emergency exit stairs from top to bottom.
- Dust pictures in the emergency stairwells.
- Wipe down all exits swipe card panels and windows.
- Clean character statues in G1 and G2 and repair, as needed.

Other Responsibilities

- Event support, as needed.
- Other duties as assigned.

Reporting Relationships

- **Reports to:** Vice President of House Operations & Family Services
- **Total Reporting to this position:** 0

Position Qualifications

- **Required Education and Experience:**
 - High school diploma or equivalent
 - Proven experience as a maintenance worker or other similar position, preferably in a corporate setting.
 - Previous driver and/or customer service experience.
 - Good driving record as reported by the Department of Transportation
 - Valid driver's license
 - Must pass drug test and background check
- **Skills/Abilities:**
 - Ability to work independently and as part of a team.
 - Flexibility in dealing with changing priorities and demanding workload.
 - Excellent communication and interpersonal skills.
 - Develop and maintain strong relationships with staff members.
 - Competent in problem solving, team building, planning and decision making.
 - Must be able to maintain courteous disposition toward external and internal customers.



Environment and working conditions

- Prolonged periods standing and walking.
- Must be physically able to climb ladders, bend, or crawl into awkward spaces.
- Must be able to lift up to 50 pounds at a time.

Scheduled Hours

- Monday 8 am – 5 pm
- Tuesday 9 am – 4 pm
- Wednesday 9 am – 5 pm
- Thursday 9 am – 4 pm
- Friday 8 am – 5 pm

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.



Approvals:

Signature: _____
Supervisor/Manager Date

Signature: _____
President/CEO Date

Signature: _____
Human Resources Date

Incumbent Awareness:

Signature: _____
Employee Date

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.