



QUINN CENTER
OF SAINT EULALIA

Mission

To partner with the people of Proviso to build an inclusive culture of justice, health, and peace through intentional action

JOB DESCRIPTION

POSITION: Building Maintenance Worker

Reports to: Executive Director/Program Director

FLSA: Part-time, Non-exempt

Posted: November 2022

Open until filled; One position available

About the Quinn Center of St. Eulalia: The Quinn Center is a beacon of hope in Proviso Township providing quality programming for youth, teenagers, families, and seniors. Flagship programs include a weekly community soup kitchen, a summer program for youth and teens, an after-school tutoring and enrichment program, as well as senior and caregiver groups. The Quinn Center also hosts a Thanksgiving food box distribution for about 800 families and an annual Christmas event. These programs and events are offered through the hard work of a small, dedicated team of staff as well as an extensive network of volunteers, interns, and community partners.

Position Summary: The position of Building Maintenance Worker requires special attention to details and plays a key role in our ability to provide a safe and professional environment in which programming, outreach, and support activities are able to support our community. The individual employed must be willing to focus on good facility maintenance and management daily. This individual must also possess the qualities and attitude to uphold a teamwork approach with the rest of the staff.

Roles and Responsibilities

- The physical space and grounds of the Quinn Center are to be kept secure and orderly.
- Moving furniture and equipment from various areas of the facility as required for programs.
- Checking and responding to security and safety issues to avoid risk of injury to patrons.
- Performing routine maintenance in collaboration with parish maintenance team member around the building such as fixing minor repairs.
- Applying preventative measures to the building to reduce the risk of future problems.
- Receiving deliveries from vendors and suppliers.
- Keeping documents of inspections and problems in coordination with the Executive Director and parish maintenance team member.
- Maintaining general grounds keeping, general building maintenance, and limited pest control.
- Keeping an inventory of cleaning and repair supplies in coordination with the Housekeeper.
- Assisting with bulk trash removal
- Other duties as assigned by Quinn Center Executive Director/Program Director

Required skills and traits

- Must be able to easily navigate stairs in order to execute duties completely
- Physical strength and dexterity to lift, move and handle equipment
- Must be able to lift greater than 50lbs
- Ability and stamina to stand and walk for more than 50% of the work day
- Understands oral and written instructions
- Bi-lingual in English and Spanish, preferred
- Organizational and time management skills
- Possesses strong verbal and written communication for discussing maintenance issues
- Comfortable working with people of all ages and from diverse backgrounds
- Good listening skills with a desire to learn from others' experiences

Required training and background checks (will be included in site training)



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JOB DESCRIPTION

Continued

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- All Archdiocese of Chicago employee requirements including, but not limited to: Virtus Training, Criminal Background Check, Child Abuse and Neglect Background check, Mandated Reporter Training

Time Commitment:

- Daytime and evening hours with occasional weekends
- Estimated up to 25 hours per week
- This is a part-time, benefits ineligible position

Location:

- On-site at the Quinn Center facility in Maywood

Compensation:

- \$15 per hour

TO APPLY: Please email your resume and cover letter to office@quinncenter.org

Equal Opportunity Statement:

The Quinn Center of St. Eulalia prohibits discrimination based upon race, color, sex, gender, sexual orientation, age, marital status, religion, creed, national origin, veteran status or physical or mental disability, or any other legally protected status. These prohibitions are required by federal and/or state law and this reaffirmation is not intended to create any contractual rights or remedies or alter the administrative requirements or limitation periods of the state or federal laws.

As a ministry of Sacred Heart and St. Eulalia, the Quinn Center of St. Eulalia is a faith-based organization. However, individuals of all or no faith backgrounds are welcome and encouraged to participate at the level with which they feel comfortable.

In keeping with our commitment to Equal Employment Opportunity, the Quinn Center of St. Eulalia will make every effort to provide all with an environment that is free from harassment. All complaints of harassment will be promptly and thoroughly investigated. Employees who engage in harassment as defined above may be subject to disciplinary action, up to and including termination.