

## UNITED SOUTH END SETTLEMENTS

*United South End Settlements (USES) is a community-based nonprofit organization serving children, teens, adults, and seniors through programs in art, education, technology, and social services. USES has held true to its settlement house roots, committing to the motto of “neighbors helping neighbors to grow and thrive.” Our extended family is an integrated team of participants, staff, volunteers, community leaders, and business partners. USES operates in three locations in the South End – Harriet Tubman House, South End House, the Children’s Art Centre – and Camp Hale on Squam Lake in New Hampshire. Please visit our website at [www.uses.org](http://www.uses.org).*

### **Maintenance Assistant**

#### **General Duties**

The Maintenance Department is responsible for maintaining a safe, secure and clean environment for USES’ employees, tenants and participants, and the protection of the agency’s physical assets. Under the supervision of the Maintenance Supervisor, the Maintenance Assistant cleans and maintains the buildings and grounds at 566 Columbus Ave, 48 & 36 Rutland St.

#### **Qualifications**

High-school diploma or its equivalency required. Working knowledge of cleaning materials and equipment and experience in general housekeeping methods, along with an ability to perform minor repairs/maintenance required. Applicant must have the ability to follow written and verbal instructions. Must be able to lift up to 75 lbs. Ability to work with a diverse population in a community setting is a must. Professional communications: email, telephone, verbal skills desired. Knowledge of Microsoft Office applications preferred but not required.

#### **Specific Duties**

- Litter removal and sweeping of grounds
- Trash removal
- Snow removal
- Graffiti maintenance
- Set up & break down of chairs, tables, etc and clean-up for functions as assigned
- Replace light bulbs
- Watering of interior & exterior plants as required
- Maintain water coolers and stock cups
- Maintain inventory, order and receive all maintenance supplies
- Keep accurate records of work performed
- Be mindful of general building security and safety, such as locking doors & windows and leaving egresses unobstructed
- Report and make recommendations concerning repairs and unsafe conditions
- Perform minor repairs
- Perform other job-related tasks as assigned by supervisor
- Ability to provide evening or weekend coverage or other assignments as required
- Attend department and other staff meetings as required

**PHYSICAL REQUIREMENTS** (with or without accommodation)

- Must be able to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, finger, grasp, feel, talk, hear, and be capable of repetitive motion
- Position requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects
- Work requires close visual acuity; visual acuity to perform mechanical or skilled trade tasks of a non-repetitive nature; visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned, or to make general observations of facilities or structures
- Position requires exposure to outside environmental conditions

---

*The above statement reflects the general details considered necessary to describe the principal function of the job identified and shall not be considered a detailed description of all the work requirements that may be inherent in the job.*

---

**To apply, please email resume and cover letter to: [humanresources@uses.org](mailto:humanresources@uses.org)  
In the subject line, please specify the position to which you are applying.  
No phone calls, please.**