



WORCESTER COMMUNITY ACTION COUNCIL, INC.

The Antipoverty Agency for Central Massachusetts

484 Main Street, 2nd Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810
Telephone: 508.754.1176 ♦ Fax: 508.754.0203 ♦ Website: www.wcac.net

Worcester Community Action Council (WCAC) is the federally-designated anti-poverty agency for Worcester and serves 44 surrounding communities. Our commitment to low-income individuals and families has been a core strength and major component of our success for 50 years.

Maintenance Worker, Part Time, 20 Hours per week in Worcester

Worcester Community Action Council, Inc. is seeking a part time Maintenance Worker to perform general maintenance duties. Hours are flexible, preferably 8:30am to 12:30pm.

Qualifications: High School Diploma, GED or HiSET equivalent

Ability to prioritize multiple tasks

Ability to lift 50 lbs

Ability to attain familiarity with basic office equipment such as copiers, mailing machines, fax machines, etc.

Ability to work with diverse population and assist as needed

Must have reliable transportation

Duties and Responsibilities:

Perform basic duties to support the agency such as moving materials and furniture, assemble furniture and shelving and other miscellaneous tasks.

Ensure cleanliness throughout the Agency. Clean the kitchen daily to include wiping tables, chairs, counter and sink area, etc. Wrap trash as needed, sweep floor & clean refrigerator.

Stock supplies, perform shredding, assist with set up and break down of meeting areas.

Assist with administrative tasks such as mailing, copying forms, faxing, etc.

Perform shredding; replenish paper supplies as needed and coordinate ordering.

This is a Part Time position with a benefit package to include Blue Cross Health and Dental and generous time off. Send cover letter and resume to Human Resources Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608. AA/EOE.