

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 as well as additional office support activities.

Qualifications: High School Diploma, GED or HiSET equivalent

Ability to prioritize multiple tasks

Ability to lift 50 lbs

Basic computer skills and ability to learn internal systems to perform data entry

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.

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

Perform data entry and assist with administrative tasks such as mailing, copying forms, faxing, etc.

This is a Part Time position with an excellent 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. **Resumes must be received by September 4, 2015.**