

Worcester Community Action Council, Inc.
484 Main Street, 2nd Floor
Worcester MA 01608
(508) 754-1176

Maintenance Worker – Part-time
Denholm Building

WCAC is seeking a part time Maintenance Worker to perform general maintenance duties. Hours are flexible, but looking for someone to work between 10-12 hours per week.

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.

Send 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 October 28, 2016 .**