

**COALITION FOR THE HOMELESS JOB DESCRIPTION  
PART TIME OFFICE MAINTENANCE WORKER**

**Revised:** June 23, 2021

Come join our staff, a group committed to the prevention and elimination of homelessness in Louisville (learn more at [www.louhomeless.org](http://www.louhomeless.org)).

The Coalition for the Homeless is seeking a part-time Office Maintenance Worker to work 20 hours per week. Schedule is flexible within first shift. **To apply please contact Marsha Bailey at [m Bailey@louhomeless.org](mailto:m Bailey@louhomeless.org) or 502-636-9550 ext. 1206 by July 16, 2021**

**Title:** Part-Time Office Maintenance Worker

**Reports to:** Office Manager

**Summary:** This position is responsible for maintenance of Coalition for the Homeless office space, including cleaning, minor repairs, and pickup and deliveries as necessary.

**Classification:** Part-time, 20 hours per week. Flexible first shift schedule. \$15 per hour.

**Minimum Requirements:** Ability to engage in standing or sitting for long periods of time, bending, carrying, walking, or climbing stairs. Ability to push, pull, move and/or lift a minimum of 50 pounds. Must own personal, insured vehicle. Must be comfortable interacting with unhoused individuals, including persons who may be experiencing distress.

**Description:** The Office Maintenance Worker will be responsible for the day to day maintenance of Coalition for the Homeless offices. This includes light cleaning, making minor repairs, running errands, and helping receive, sort, and distribute donations. No restroom cleaning is required. Work occurs in an office setting.

**Duties:**

- Daily office cleaning, including, but not limited to, dusting, vacuuming, disinfecting surfaces on a regular basis, and disposing of trash.
- Conducting minor office repairs and maintenance, including the moving of office furniture.
- Receiving donations of items and sorting, assessing, and distributing these donations to the appropriate organizations.
- Running errands, pickups, and deliveries as requested.
- Other duties as needed.