



## **Middlesex Human Service Agency, Inc Custodial/Maintenance Job Description**

**Job Title:** Custodial/Maintenance Worker (# 138)

**Reports to:** Scattered Site/Congregate Facilities Program Director

**Objective:** To maintain/repair/clean all necessary equipment and apartment units, ensuring the safe, clean and proper functioning of Middlesex Human Service Agency, Inc. (“MHSA”) Scattered Site and Congregate Programs (the “Programs”).

**Scope:** Ensure that all properties and Programs of MHSA will be adequately cleaned and maintained. To work in conjunction with other facilities personnel performing other tasks ensuring a safe and appropriate environment for client Families. This is a non-exempt hourly position.

### **Responsibilities:**

- \* To clean and return MHSA housing units to “broom clean”, “move in” condition after Families move out.
- \* To repair/maintain all MHSA properties and Programs.
- \* To maintain/repair identified Scattered Site/Congregate Units at the request of the Facilities Program Director, ensuring that all units comply with all safety regulations and codes.
- To purchase and deliver any and all needed materials for maintenance projects.
- To manage supply inventories, being conscious of cost.
- Abide by all MHSA policies regarding boundaries, strict confidentiality and ethical standards at all times.
- Attend in-service and outside training and instruction as directed by the Facilities Program Director.
- Various other responsibilities, as assigned by the Facilities Program Director from time to time and/or as needed to ensure proper functioning of the Program.

### **Qualifications**

Professional/Academic

- High school diploma or GED preferred
- Previous experience cleaning and maintaining both residential and commercial environments.
- Working knowledge of proper food handling and storage.

Necessary Skills

- Ability to work in a fast paced environment.
- Good interpersonal skills.
- Versatile
- Ability to work as a team member.
- Demonstrated reliable attendance and reporting for work.
- Bilingual/bicultural preferred
- Highly flexible and energetic
- Valid driver's license
- Reliable personal transportation
- Company does have a van but if it is in-use by another staff member, you will have to use your own car; employees will be reimbursed for mileage (.55/mile).

**Resumes can be sent directly to Arika Handy.**

Arika Handy  
Office Manager  
HMIS-ETO Specialist  
Middlesex Human Service Agency  
Scattered Site, Congregate & Stabilization Programs  
Email: [Careers@mhsainc.org](mailto:Careers@mhsainc.org)  
F.617-445-0958

Posted: July 15, 2015

Majors: HVAC

*For further information please contact the offices of Career Services and Industry Partnerships:*

Phyllis Molta	617-588-1347	<a href="mailto:pmolta@bfit.edu">pmolta@bfit.edu</a>	Director
Jack Harari	617-588-1379	<a href="mailto:jharari@bfit.edu">jharari@bfit.edu</a>	Contact for Full-Time Jobs
Emily LeFevre	617-588-1338	<a href="mailto:elefevre@bfit.edu">elefevre@bfit.edu</a>	Contact for Part-Time Jobs