

Unique People Services Job Description

Job Title: Maintenance
Department: Various Programs in the Agency
Reports To: Director of Facilities & Maintenance Management
Prepared By: HR Director
Prepared Date: 1-12-12
Revised Date:

SUMMARY Unique People Services (UPS) is seeking unpaid Maintenance intern for several of our Programs located in the Bronx and Manhattan for approximately 20 hours a week during the school year or the requirements of the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Execute assignments directed by the supervisor.
- Maintains each unit in a proper, healthy and safe condition.
- Assist in moving residents in and out of apartment units.
- General cleaning, mopping, trash removal, etc.

QUALIFICATIONS:

- Ability to work with a diverse group.
- Desire to make an impact in the organization

Please fax cover letter and resume to Attn: HR Department (718) 231-7720 or e-mail to: recruit@uniquepeopleservices.org