

Position: Maintenance Asst./Driver (Supportive Housing – Homeless At-Risk)

Job location: Bronx, NY

Full-time: 40 Hours

Position reports to: Program Director & Director of Facilities & Maintenance Mgmt.

Responsibilities

- Maintain inventory of resident's apartment furniture, office furniture and equipment. Update as necessary; complete program inventory.
- Clean Supported Housing office on a regular basis.
- Complete monthly inspections of apartments.
- Complete work orders as assigned.
- Clean and prepare apartments for new residents.
- Install curtain rods and window blinds.
- Assist residents with moving in/out as needed.
- Make minor interior repairs in apartments as needed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. High School Diploma/GED with 1-2 years related maintenance experience. Must have knowledge of carpentry, plastering, lock installation, etc. Must have a valid NYS driver's license.

Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.

E-mail resumes: recruit@uniquepeopleservices.org with Word document attachments; OR Fax resume and cover letter to (718) 231-7720 Attn: HR

Only applicants being considered for an interview will be contacted.

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