



Position title: Building Maintenance Associate

Reports to: Director of Building Operations

Position type: Part-time – 10:00 AM-6:00 PM, Saturday-Monday

Salary: \$18/hour

About the Edlavitch DCJCC

Guided by Jewish values and heritage, the EDCJCC engages individuals and families through its cultural, recreational, educational, and social justice programs by welcoming people of all backgrounds to connect, learn, serve, and be entertained together in ways that reflect the unique role of the Center in the nation's capital. The EDCJCC is an equal opportunity employer.

The Role

Come join our small but mighty Facilities team! Variety, camaraderie, and hard work CAN go together. The Building Maintenance Associate is responsible for the upkeep and maintenance of the physical condition of the Center and surrounding grounds, along with fulfilling requests and for setting up events. The Building Maintenance Associate assists the Director of Building Operations and other team members in maintenance, cleaning, set-up requests and facilitating minor repairs.

Responsibilities

- Monitor and clean the locker rooms – floors, vanities, toilets, showers, and mats
- Stock and replace towels
- Work alone or with other staff to set up rooms for meetings and events using set-up forms as guides – move tables, chairs, trash receptacles, etc.
- Complete minor repairs as needed (see below)
- Additional duties and requirements, as needed

Must have the following experience using appropriate tools (small hand and electrical tools, etc.):

- Basic appliance repair
- Basic plumbing
- Basic electrical repair
- Pest control, as needed
- Use of basic cleaning supplies and equipment

Physical Requirements:

- Frequently lifts and carries up to 45 pounds, e.g., 5-gallon paint can
- Occasionally lifts and carries up to 80 pounds, e.g., bag of concrete
- Pushes and/or pulls appliances up to 200 pounds using appliance dolly
- Moves objects from one floor to another using hand truck, dolly, bin
- Extensive walking and standing

- Frequently bends/stoops, climbs stairs, ladders, kneels, balances, reaches above shoulder height, walks, and twists

Point of Contact

To apply, send a resume and cover letter to Chris Brown, Director of Building Operations, at cbrown@edcicc.org.

Benefits offered to full-time and certain part-time positions include:

- Health insurance, including HSA/HDHP option
- Dental and vision insurance
- Life, short term, and long-term disability
- Flexible Spending Accounts (health, dependent, commuter)
- Employee Assistance Program
- 401k retirement plan with company match
- Family membership and discounts on Fitness Center, Pool, theater and film tickets, Preschool, camp, and adult education classes
- Vacation and sick leave
- Generous holidays, including major Jewish holidays

The Edlavitch DCJCC is an equal opportunity employer.

The Edlavitch DCJCC provides employment opportunities to all employees and applicants without regard to race, color, national origin, religion, sexual orientation, gender identity or expression, age, disability, sex (including pregnancy), personal appearance, genetic information, economic background, political affiliation, marital status, familial status, family responsibilities, matriculation, place of residence or business, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.

Learn more about applicant rights under [Federal Employment Laws](#) and [District of Columbia Employment Laws](#).