

**eliminating racism
empowering women**

ywca

Greater Newburyport

MISSION STATEMENT FOR THE YWCA
YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Facilities Staff

POSITION DESCRIPTION

POSITION/TITLE:	Facilities Staff
ROLE TYPE:	Part Time, non-exempt
WORK WEEK/HOURS:	Shifts as assigned
REPORTS TO:	Facilities Manager

About YWCA Greater Newburyport

As one of the oldest non-profit community organizations in the area, the **YWCA Greater Newburyport** has been providing safe, affordable, and supportive housing, childcare and youth development, and wellness opportunities.

About the Role

Join our dynamic team at the YWCA Greater Newburyport and make a difference in our community! We are seeking a reliable and skilled Facilities Staff member to join our team. Working closely with the Facilities Manager, you will be responsible for maintaining the cleanliness and upkeep of our affordable housing facilities, ensuring that our residents have a safe and comfortable living environment. This is a unique opportunity to make a real impact and help us continue to serve our mission of empowering women and their families.

What you will do:

- Perform regular inspections of the facilities to identify and address any maintenance or cleaning needs
- Respond to maintenance requests from residents in a timely manner
- Work closely with the maintenance team to ensure all repairs are completed effectively and efficiently
- Conduct routine cleaning and upkeep tasks, including sweeping, mopping, and scrubbing surfaces
- Maintain inventory of cleaning and maintenance supplies
- Adhere to all safety protocols and procedures

Who you are:

- You have a High school diploma or equivalent
- You have experience in custodial or maintenance work
- You possess a valid driver's license
- You possess a strong attention to detail and ability to follow procedures
- You are able to work independently and in a team environment
- You have an ability to relate effectively to diverse groups of people from all social and economic segments of the community
- You are able to lift up to 50 lbs

Our Benefits:

We may be a non-profit, but we reward our talented team well!

Our Part-time team members working over 30 hours/week receive benefits consisting of:

- Competitive hourly rate
- Health insurance contributions
- Pension Plan

Apply for this role:

Please send your resume to our Facilities Manager, George DesRoches at gdesroches@ywcaneburyport.org

OR submit an employment application by following this link:

[YWCA Greater Newburyport Employment Application Form](#)

We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, gender, gender identity or expression, national origin, sexual orientation, age, citizenship, marital status, disability, or Veteran status. We value diversity, equity, and inclusion, and we encourage candidates from historically underrepresented groups to apply.

