

## EMPLOYMENT OPPORTUNITY AT THE JENKS CENTER

### **Assistant Facilities Manager**

The Winchester Seniors Association (WSA) is currently seeking a part-time Assistant Facilities Manager to join our Jenks team! The Jenks Center is an independent senior center serving over 2000 older adults living in the greater Winchester area. This is a wonderful opportunity to work on a flexible, part-time basis in a fun, beautiful and stimulating environment where you can make a substantial difference in the lives of older adults.

#### *Position Summary:*

Under the direct supervision of the Jenks Facilities Manager, the Assistant Facilities Manager is responsible for ensuring safe and efficient operations at the Jenks Center. This includes performing custodial and maintenance duties in the building and surrounding grounds, assisting with room set-up/breakdown for programs/events, overseeing activities and setting up coffee/snacks as needed, and helping older adult patrons of the Jenks Center safely participate in activities and events.

This is a part-time position (15-20 hours per week) with hourly wage commensurate with experience. Visit our website for more information about the Jenks Center: [www.jenkscenter.org](http://www.jenkscenter.org)

The position reports to the WSA Facilities Manager. If you are interested, please submit your cover letter and resume to Cathleen Schneller at [cschneller@jenkscenter.org](mailto:cschneller@jenkscenter.org), or mail to the Jenks Center, 109 Skillings Road, Winchester, MA 01890.

#### *General Responsibilities:*

- Schedule, coordinate and perform set-up and breakdown in tables, chairs and equipment for programs and events.
- Set up coffee/snacks at designated times.
- Wash tables, chairs and other surfaces as needed.
- Sweep, mop and vacuum floors.
- Clean bathrooms.
- Remove trash and garbage to designated areas.
- Transfer supplies and equipment within and between storage and program rooms.
- Monitor appearance of equipment, building and grounds, identifying and communicating any significant safety or repair/maintenance issues.
- Help to maintain an inventory of supplies and equipment.
- Maintain grounds to reduce risk of danger to persons using the facilities, including removing leaves, shoveling snow, etc.
- Help older adult patrons at the Center participate safely in activities and events.
- May include supervision of work being performed by outside contractors.
- Other duties as required.

*Qualifications & Requirements:*

- High school diploma.
- Experience in custodial and maintenance duties preferred.
- Ability to work a flexible schedule, including ability to work evenings, weekends and possibly some holidays.
- Maintains high standards for work areas, cleanliness, safety and appearance.
- Excellent interpersonal and problem-solving skills.
- Ability to relate effectively to diverse groups of people from all social, economic and ethnic segments of the community.
- Willingness to be open to learning and growing with a positive attitude.
- Able to use a computer and audio/visual equipment preferred.

*Physical Requirements:*

- Sufficient physical strength and agility to carry out essential duties.
- Ability to work in constant motion for long periods of time.
- Ability to reach, bend, stoop, kneel, push and/or pull, shovel, and frequently lift and carry furniture/equipment.