



Job Title: Facilities & Maintenance Worker
Classification: Full time
Exempt Status: Nonexempt
Reports to: Director of Human Resources
Department: Operations
Direct Reports: None

Community Action Agency of Greater Kansas City is a nonprofit organization providing programs and services to low-income residents of Jackson, Platte and Clay counties, Missouri.

Minimum requirements:

1. High School Diploma or GED
2. Physical ability to lift and carry at least 50 lbs.; climb and balance on ladder and stairs
3. Ability to work outside in all weather conditions with exposure to dirt, dust, pollen and insects
4. Wide variety of skills including but not limited to electrical, plumbing, carpentry, painting, landscaping and custodial
5. Stand and walk for extended periods
6. Experience with Microsoft products
7. Ability to priorities and coordinate multiple assignments
8. Excellent listening and assessment skills
9. Reliable transportation, valid driver license and maintain active car insurance

Preferred qualifications:

1. Associated degree or certificates in related field

Essential functions:

1. Perform minor repairs to the facilities
2. Responsible for safe condition of flooring, door frames, doors, window frames, staircases, stair treads, wall paneling, ceiling paneling, hardware and similar structural elements in the facility
3. Clean facility daily with proper cleanings supplies and equipment to include disposing trash, vacuuming, dusting, mopping, including outside the facilities etc.
4. Maintain assigned equipment in proper working order, supplies and other necessary items required to perform duties assigned
5. Prepared comprehensive detailed work scopes and bids for building projects including pricing, measures, and quantities for proposed work
6. Ordering cleaning supplies and maintaining proper storage and stock of items
7. Ability to communicate well with staff, clients and vendors and use sound judgement
8. Maintain grounds and lawn
9. Keep walkways and sidewalks safe and free of ice and snow
10. Assist with labor task as required including assembling, moving, arranging and lifting heavy objects including building materials, furniture and equipment
11. Notify supervisor of apparent defects in building and exhibit systems such as but not limited to leaks, cracks, breaks, unusual smells, etc. as well as apparent safety hazards
12. Must attend identified trainings as needed
13. Ability to work independently, effectively in high stress situations and adhere to deadlines



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- 14. Comply with company safety policies and procedures
- 15. Perform quality checks after services are completed
- 16. Maintain accurate records and complete all necessary paperwork required
- 17. Maintain knowledge of programs and eligibility criteria
- 18. Perform excellent customer service to participants, staff and vendors by telephone, in person and/or in writing
- 19. Adjust to frequent change in duties and procedures
- 20. Represent CAAGKC at special events, meetings and/or remote locations to collect and/or inform applicants of programs and services
- 21. Inform participants of other CAAGKC programs and services they may qualify for
- 22. Any other duties assigned.

Physical Demands:

Sitting	30%	Standing	30%
Bending	15%	Lifting	25% ability to lift at least 25 lbs. or less

Interested person submit resume to hr@caagkc.org