



## Building Services Team Member

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Position Title: Building Services Team Member

Supervisor: Administrative Director

Department: Building Services

Professional Staff Status: Part-time/Full-Time (non-exempt)

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### **Mission Statement:**

The Jewish Community Center of Allentown sharpens the mind, strengthens the body and inspires the spirit of the entire community through social, education, recreation and wellness programs instilled with Jewish values, culture, and traditions.

### **Agency Expectations:**

- To support the mission of the JCC
- To ensure the highest quality of programs and series and possess a working knowledge of agency programs and services
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact
- To treat fellow staff with respect
- To adhere to all policies and practices provided in the employee handbook

### **Position Summary:**

The Building Services Team Member is responsible for facility set-ups of functions, facility maintenance and upkeep, mechanical operation, and overall aesthetic appearance of the JCC building. The Building Services Team Member reports to the Building Services Team Leader and Administrative Director.

### **Essential Job Functions:**

- Monitor and maintain all building systems, equipment, and supplies, including HVAC, janitorial, landscaping, security and fire, and swimming pool.
- Complete room setup and tear down of events and programs including audio/visual equipment.
- Provide janitorial services inside and outside the building including but not limited to removal of waste and trash, changing of light bulbs and ceiling tiles, vacuuming, sweeping, mopping, waxing, and buffing.
- Assist with the removal of snow and ice from roads, parking areas, and sidewalks.
- Provide general maintenance and repairs.
- Notify supervisor of any safety, supply, or other job related concerns.
- Be available on some nights and weekends to prepare for or work during special events and programs, or as the staffing schedule may require.
- Attend staff meetings, security briefings and seminars, safety committee meetings, and other meetings and events as assigned.
- Other duties as assigned by the Building Services Team Leader or Administrative Director.

### **Job Qualifications:**

- At least two years experience in a building services, janitorial, or maintenance, preferably in similar setting (community center, etc.).

**The Jewish Community Center of the Lehigh Valley  
702 North 22<sup>nd</sup> Street  
Allentown, PA 18104**

- High school diploma or equivalent
- Basic computer skills, including typing, answering e-mails, use of Microsoft Office
- Valid drivers license
- Ability to pass a criminal background check
- Ability to lift 50 pounds and stand for long periods of time

**Personal Skills:**

- Dependability/Reliability
- Planning/Prioritizing of Work