

# Job Description: Maintenance Worker / Driver

---

**Position Title:**

Maintenance Worker / Driver

**Employment Type:**

Contract Worker

**Reports To:**

Facilities Coordinator or Finance and Operations Manager

**Position Overview:**

The Maintenance Worker/Driver is responsible for performing general maintenance tasks, assisting with facility upkeep, and transporting donated goods, supplies, and equipment as needed. The ideal candidate will take pride in keeping the facility clean, organized, and running smoothly.

**Key Responsibilities:**

- Maintenance Duties:
- Perform basic maintenance and repair tasks (e.g., minor plumbing, painting, assembling furniture)
- Pressure wash building exteriors and maintain grounds as needed
- Assist with facility cleanliness, including sweeping, mopping, and removing trash
- Set up for events, including moving tables, chairs, and equipment
- Support donation area organization and shed maintenance
- Driving & Transport Duties:
- Transport donated goods and supplies between buildings or donation sites
- Deliver items for programs or events as assigned
- Assist with moving office furniture and equipment
- Maintain cleanliness and care of the organization's vehicles

**Qualifications:**

- • High school diploma or equivalent preferred
- • Valid driver's license with a clean driving record
- • Ability to lift 50 lbs or more and perform physical labor
- • Basic knowledge of building maintenance tasks
- • Dependable, punctual, and self-motivated

- • Previous experience in maintenance, janitorial services, or delivery driving is a plus

**Work Schedule:**

Flexible part-time hours based on organizational needs; occasional evening or weekend availability may be required.