



Title: **FACILITIES - MAINTENANCE HELPER**  
Reports To: Maintenance Supervisor or Maintenance Technician  
Type: Volunteer Position  
Duration: Ongoing

**Position Summary:**

Beautify the playground, office building, and facilities! Community Action Head Start is committed to providing low-income families in our community with high quality education for children ages 3-5. Your efforts will help make learning and attending school a fun and rewarding activity for children. Two locations are available in St Paul.

**Benefits of Volunteering:**

Gain facility maintenance experience, landscaping skills, exercise, and professional networking. Knowledge that you are helping your neighbors thrive!

**Essential Functions:**

**Duties & Responsibilities:**

- Assist with the outdoor maintenance of a Head Start playground and surrounding area
- Rake leaves, pull weeds, pick up trash, sweep, move mulch, trim shrubs, and mow grass
- Occasionally paint indoors or outdoors; shovel or sweep entryways, if needed
- Miscellaneous indoor tasks, as needed
- Main Office location may include status checks of public areas such as conference rooms, hallways, parking lot, and restrooms. When not busy with other tasks, greet and direct visitors from the main lobby desk (see page two for more details)
- Other duties as assigned

**Safety:** Responsible for conducting all duties in a safe manner.

**Affirmative Action:** Responsible to follow affirmative action plan as set forth and signed by the Board of Directors.

**Qualifications:**

**Education & Experience:**

- Must be at least 18 years of age
- Experience with facilities maintenance, landscaping, yard-work or related field desired

**Abilities & Skills:** In order to be successful in this position, the volunteer will at minimum need to possess the following abilities and skills:

- Show interest in and enjoy working near young children
- Able to physically respond to the demands of yard-work and maintenance tasks
- Ability to work as a member of a team and independently with brief supervision
- Must be comfortable interacting with people of diverse backgrounds, education, economic status, and culture
- Demonstrated ability to handle confidential information in a professional and discreet manner
- Fluency in English language (written and spoken). Bilingual in Hmong, Karen, Nepali, Somali, Spanish or another language desired
- Must successfully pass a criminal background check and provide references
- Ability to turn in timesheet on a monthly basis to the Volunteer Specialist

**Physical Requirements:**

Normal yard-work and maintenance tasks. Capable of lifting 20 lbs desired.

**Mental Requirements:**

Normal office requirements.

**Environmental Requirements:**

Comfortable with strong odors and temperature fluctuations.

**Time Commitment:**

2+ hours per week for 2+ months, weekday daytime hours. Specific schedule will be arranged by the supervisor.

**Location:** (Both offices are located on the Green Line train route.)

Main Office at 450 Syndicate St North, St Paul, MN 55104

Ruth Benner Center is at 586 Fuller Ave, St Paul, MN 55103

**Main Office Additional Tasks May Include:**

- Conference Room Checks, including: wiping down tables, straightening chairs, checking stock of paper products, cleaning-up refuse (as needed), reporting needed repairs (i.e. broken chairs and tables)
- Restroom Checks on each floor, including: checking stock of paper products, light sweeping of refuse on floors, notifying property management of significant issues (i.e. leaking pipes, clogged toilets, etc)
- Hallway Checks on each floor, including: cleaning/sweeping of refuse (as needed), notifying property management of needed repairs/issues (e.g. light bulbs)
- Parking Lot Checks: light cleaning/sweeping of refuse (as needed), notifying property management of needed repairs/issues
- Greet and direct visitors from the main lobby desk when not assisting with other tasks
- Able to tolerate a mild bleach solution which occasionally will be used for cleaning purposes.

**REGISTRATION INFORMATION:**

Complete an Ongoing Registration Form at [www.caprw.org/take-action/volunteer](http://www.caprw.org/take-action/volunteer) and email/scan resume & references to [volunteers@caprw.org](mailto:volunteers@caprw.org)

Questions? Email or call 651-603-5979

The mission of **Community Action** is to reduce the causes of poverty and its impact on people's lives in our community. Community Action Partnership of Ramsey & Washington Counties provides a variety of programs including Energy Assistance, Energy Conservation, Head Start, Early Head Start, Civic and Community Engagement Programs. Visit [www.caprw.org](http://www.caprw.org) to learn more.

*Note: The above statements are intended to describe the nature and level of efforts being performed by persons assigned to this volunteer position. They are not intended to be an exhaustive listing of all responsibilities, duties, and skills required, and management reserves the right to make modifications at their discretion.*

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