



Neighborhood House is a multi-service agency, providing wrap-around services for people when they need it most. Founded in 1897 by the women of Mount Zion Temple, Neighborhood House has supported families from over 50 cultural and ethnic populations in times of transition or need. With each successive wave of newcomers, the demographic makeup of our service population has changed. What has not changed is our commitment to helping families move from “survive” to “thrive.” Today, Neighborhood House helps immigrants, refugees and others find pathways out of poverty through programming in Basic Needs (six Family Centers, two food markets, and Community Health) and Lifelong Learning (Parent and Early Childhood Education, Youth Leadership, and Adult Education). All our programs and services are offered free of charge to our participants.

Our Mission

To help people gain the skills, knowledge and confidence to thrive in diverse communities

Our Vision

Hope, Opportunity and Dignity for All

Our Values

Equity and Inclusion
Learning and Reflection
Diversity and Culture
Community and Engagement
Integrity and Accountability

Why should you work at Neighborhood House? (This is what our staff says!)

Professional development opportunities	Diversity of staff, participants, and volunteers
Ability to work across programs and departments	Flexibility of time and work space
Openness to new ideas and creativity	Continual learning
Great balance of teamwork and autonomy	Collaboration across departments
Organizational reputation and heritage	Free parking and on bus lines

What we are looking for:

Someone that can work both within a team structure and independently achieve a variety of tasks. Someone who possesses an attention to detail and excellent time management skills. Someone to support and maintain community facilities required for Neighborhood House to continue and enhance quality programming and build capacity to help individuals and families build safe, stable, rewarding lives.

Position Title: Maintenance and Event Worker

Reports to: Maintenance and Event Supervisor

Status: Regular, Non-Exempt, Part-time

Position Summary: Responsible for building, grounds, and parking ramp maintenance. Position is also responsible for set-up of internal and external events.

For consideration please submit your resume with letter of interest and salary requirements to: Neighborhood House, Attn: Human Resources, 179 Robie Street East, Saint Paul, MN 55107; fax 651.789.2555 or humanresources@neighb.org

Position Posted: 09/05/2017

Closing date: until filled

Responsibilities:

- Open and prepare the building for daily operations as needed
- Close and lock down the building as needed.
- Arrange space, exhibits, tours, banquets, receptions, and other applicable conference activities.
- Maintain grounds, parking ramp, parking lot, and equipment. Including shoveling, grass cutting, watering shrubs and grass, and using of equipment related to these tasks.
- Complete event set-up work orders
- Maintains repair logs and records for agency equipment.
- Ensures the building and grounds are safe for all visitors.
- Perform event preparation and take down, including moving tables and chairs, cleaning and vacuuming of rooms, wiping tables before and after event, and removing garbage/recycling and other duties as needed
- Perform set up and troubleshooting of AV equipment, including LCD projectors, laptops, microphones, lighting and other equipment
- Perform routine cleaning work including sweeping, mopping, dusting, vacuuming, hard floor and carpet care, trash/recycling removal, and other custodial duties
- Perform routine, deep cleaning of restrooms/locker rooms using specific equipment/chemicals to clean effectively
- Operate cleaning equipment including auto scrubber, sweeper, swing machines, wet/dry vacuum and pressure washer
- Assist with security of building, difficult visitors, grounds and parking ramp
- Perform all work in accordance with Neighborhood House policies and procedures
- Attend and participate in departmental, agency and external meetings, trainings, committees and events as required
- Complete other duties as assigned.

Qualifications:

- High School or GED required.
- Min. 1 to 3 years of progressive maintenance, HVAC, plumbing, electrical and construction experience preferred.
- Computer experience with Word, Excel and Outlook.
- Ability to lift, move, and pull 40-100 lbs. consistently. Bend, kneel, and ability to move up and down ladders and other equipment.
- Ability to follow standard or prescribed safety precautions.
- Ability to work days, nights and weekends as scheduled.
- Ability to work both independently and as part of a team.
- Demonstrated ability to work and communicate effectively with people of diverse economic, racial and cultural backgrounds.
- Driver's license preferred.

Neighborhood House is an equal opportunity employer committed to affirmative action and a welcoming work environment for people of diverse communities.

