

Part-Time Facility Assistant

Overview:

This position is responsible for assisting in the Facilities Department with the general upkeep for the Pathfinder's 225,000 square foot, 18-acre campus.

Responsibilities:

- Assist in set up for meetings and events on campus including set up and removal of tables, chairs and other furniture.
- Transport goods and equipment around the campus.
- Assist with outdoor landscaping, grass maintenance and snow removal.
- Perform immediate cleaning duties necessary to maintain a clean facility.
- Repair and replacement of equipment and other basic maintenance work as required.

Key Attributes and Qualifications:

- Eager learner with a positive attitude and able to interface with a variety of other individuals, including volunteers.
- Employee must be dependable, reliable and responsible to work both independently and in a team environment to complete assigned work.
- Must be able to lift 50 pounds and be able to spend the majority of the day standing.

Work Schedule:

Part-time position of 24 hours split between 3 or 4 days per week between the hours of 7am and 4:30pm. The weekly schedule will be arranged with your supervisor.

To Apply:

Interested candidates should submit a resume to Melissa Harting at mharting@pathfinderstl.org.

To learn more about our organization, please visit our website at www.pathfinderstl.org