**Position Title**: Facilities Maintenance Assistant

**Organization**: Jewish Family Service of San Diego

**Position Type**: Part Time (29.5 hours per week), non-exempt

**Pay Rate:** $15-17/Hour

**Standardized Benefits**: Benefits will include sick days and PTO.

**Position Overview**

Receive daily work order assignments from the Facilities Manager to maintain general maintenance as well as ensure safety and security for all employees and visitors.

**Position Requirements**

* High school diploma or general education degree (GED) required; and 4-6 years related work experience in Facilities maintenance.
* Proven working knowledge of Microsoft Word and Excel.

* Able to drive to different office locations on occasion. A valid California Driver License is required and not subject to waiver.
* Skills and experience in maintenance and repairs of building facilities.
* Team player that can multitask and complete maintenance items timely with quality workmanship.
* Daily monitoring, setup and coordination with IT of Meeting and Conference rooms
* Team Player, with good communication skills

**Contact Information**

To be considered, please email your cover letter (including salary requirement) and resume to resume4321@jfssd.org. Please, principals only. Please, no follow-up phone calls or emails.

**About Jewish Family Service of San Diego**
Jewish Family Service of San Diego is a client-centered, impact-driven organization working to build a stronger, more resilient community.  For nearly 100 years, Jewish Family Service has been a trusted resource for the entire community, offering an array of services that are always life-changing, and often life-saving.  At Jewish Family Service, we believe our employees are the backbone of our Agency.  We strive to ensure that each employee is treated with dignity and respect.  Our goal is your success.  Come work at JFS and be our partner in *Moving Forward Together*.  To learn more about JFS, please visit jfssd.org.