



Job Title: Handyperson/Maintenance Volunteer

Reports to: RE:center Leadership

Job Type: Part-time; volunteer

Job Summary:

This position will support the staff and operations of the RE:center to support its mission: seeking the welfare of our community. A retired handyperson would be a dream come true for our RE:center team. This position has flexible hours to complete service requests by the RE:center staff at your convenience. Tasks include simple projects like building shelves & desks, hanging office equipment, replacing light bulbs, fixing leaky faucets, installing paper towel dispensers, etc.

Essential Functions:

- Check-in with RE:center leadership team on a regular basis
- Complete tasks as assigned by the RE:center leadership team
- Complete tasks with excellence and professionalism
- Alerts leadership team of any facility and maintenance issues
- Communicate supply, tool, and equipment needs to RE:center leadership team in order to complete tasks
- Clean work area after every project
- Refer more difficult projects to trusted maintenance experts and the RE:center leadership team
- Look for safety hazards and communicate hazards to the Operations Director

Qualifications

- Experience in professions like handyperson, carpenter, plumber, repair services, maintenance, electrician, or other similar fields.
- Eye for detail, exactness, and professional quality
- Passion for serving behind the scenes (gift of service)
- Clean and professional work habits
- Experience using basic tools and equipment to complete maintenance and repair projects.
- Excellent communication skills



Physical Requirements & Work Environment:

Must be able to lift 50 pounds. Must be flexible working in a fast-paced, food bank and community center environment. This position works only in the RE:center during open office hours.

Other – Required to pass successfully:

- ___ Background Check
- ___ Drug Screening

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the volunteer for this job. Duties, responsibilities and activities may change at any time with or without notice.

The RE:center retains the right to screen and select volunteers based on the principles and objectives of the project. RMP may terminate the volunteer relationship at any time for any reason, including, without limitation, if false or misleading information has been provided on an application or if there is misrepresentation of our program or services.