

Harbor Interfaith Services, Inc.

Facility Maintenance Assistant

Harbor Interfaith Services (HIS) is a non-profit organization with revenue of over \$9 million. Our funding is derived from the local, state and federal governments, as well as from individuals, foundations, faith communities, tuition, fees, fundraisers etc. We are a local organization that provides food, shelter, transitional housing, childcare, and support services to the homeless and working poor in the South Bay area of Los Angeles (SPA) 8.

Harbor Interfaith Services is looking to add a **part-time Facility Maintenance Assistant** to our team. We are recruiting people who are top performers with excellent time management and critical thinking skills.

This position will work closely with the Facilities Manager to assist with the upkeep and maintenance of all our facilities including two apartment buildings. Because of the nature of this position and the work involved, **qualified candidates may be asked to come in as early as 8am for an in-person interview** with the hiring team.

Key responsibilities:

- General maintenance and repair work around the HIS buildings and office spaces, including but not limited to painting, flooring and plumbing repair, electrical maintenance, heating systems, and other duties as assigned such as routine inspections of premises, preventative maintenance, and HVAC maintenance. Heavy lifting will be required on occasion.

We would like to speak with you if:

- You have experience in general maintenance
- You have a valid California driver's license
- You work well with others
- You have excellent organizational skills
- You have excellent time management skills
- You are comfortable with a heavy workload
- You have excellent critical thinking and prioritization skills

About Harbor Interfaith Services

Our mission is to empower the homeless and working poor to achieve self-sufficiency through support services including shelter, transitional housing, food, job placement, advocacy, childcare, education, and life-skills training – and that mission is achieved through our people. We provide an inclusive environment where all are empowered to share their diverse perspectives and experiences so we can ultimately be better together. Our policies, practices, programs, activities and decisions regarding employment, hiring, assignment, compensation, and volunteerism are not based on a person's race, color, sex, age, religion, national origin, mental or physical disability, ancestry, military discharge status, sexual orientation, gender identity or expression, marital status, parental status, housing status, or other protected status.

Follow us on Twitter <https://twitter.com/harborinterfai1> and Instagram <https://instagram.com/harborinterfaith>