EMPLOYMENT OPPORTUNITY
RESIDENTIAL SERVICES UNIT - HOPPER HOME

For over 170 years, the Women’s Prison Association (WPA) has worked to create opportunities for change in the lives of current and formerly incarcerated women and their families. WPA provides programs through which women acquire life skills needed to end their involvement in the criminal justice system and to make positive, healthy choices for themselves and their families. We draw strength from our history and vitality from twelve years of consistent growth and expansion.

We are currently recruiting for a Porter/Maintenance Worker within WPA’s Residential Services Unit at Hopper Home, WPA’s DHS-funded emergency shelter for homeless women. This position is responsible for daily maintenance, cleaning and to ensure a clean and safe environment for staff and clients. The schedule for this position consists of four (4) weekdays and one (1) weekend day per week. The Porter/Maintenance Worker reports to the Program Director.

Responsibilities include (but are not limited to):
- Perform daily cleaning and maintenance of dormitories, restrooms, offices, hallways, shared spaces, and entrances.
- Assist in preparing for departure and intake of shelter residents.
- Remove garbage and recyclables in accordance with building and NYC Department of Sanitation requirements.
- Perform basic maintenance and repairs in the areas of plumbing, electrical, carpentry, dry wall and plastering, painting, and machine servicing.
- Identify needed/anticipated repairs.
- Complete preventive maintenance checklist as directed by supervisor.
- Assist in the preparation for regular DHS, OTDA, FDNY, and all other site inspections.
- Maintain inventory of cleaning and paper goods supplies.
- Unload and load equipment and supplies.
- Accept and verify deliveries of equipment and supplies, and provide receipts to supervisor.
- Arrange furniture and equipment as needed.
- Escort outside contractors, inspectors and other visitors as directed by supervisor.
- Perform any other department or agency related duties or special projects as directed by supervisor.

Qualifications
- Diverse experience in facility cleaning, maintenance and repairs.
- Possess basic plumbing, electrical, carpentry, dry wall, painting and other related skills.
- Ability to communicate clearly, both orally and in writing.
- Detail-oriented.
- Bilingual English/Spanish preferred.
- Ability to work independently.
- Valid driver’s license and excellent driving record preferred.
• Physical ability to lift, carry and move large and/or heavy items, as well as ability to perform tasks that may require prolonged standing, climbing stairs and ladders, and/or other physical activities necessary to perform job duties
• High school diploma or GED required.
• Trade school or other training in building maintenance and repairs preferred.

If you are interested in applying for this position, please email your resume, cover letter, and salary requirements to jobs@wpaonline.org. You must include "Porter/Maintenance Worker" in the subject line of your email.

EOE