

PENQUIS

Job Opening — Facilities Worker

Penquis, a social services agency serving Penobscot, Piscataquis, and Knox counties for over 50 years, has the following Facilities Worker opening in the Rockland area:

24 hrs/wk; 52 wks/year (benefits eligible)

This position reports to the Facilities and Grounds Director. Responsibilities include: Mopping bathroom floors daily with bleach water; sweeping and mopping classroom floors daily, some with bleach water every day and others with bleach water once a week; stripping and waxing floors annually and buffing floors as needed; vacuuming entryway and hallway carpets daily and cleaning carpets with an extractor, quarterly or as needed; washing windows and emptying trash and taking trash and recycling to dumpsters every night. This Position is also responsible for requesting supplies, accepting and recording supply deliveries and for organizing supplies and equipment in storage areas and for keeping those areas neat and organized at all times. A clean valid driver's license and facility maintenance experience are required for this position. Position also requires a high school diploma or equivalent; basic reading and writing skills; computer literacy. Successful candidate must be willing to work a varied evening schedule, including an occasional weekend; be detailed oriented and thorough and have a strong desire to provide outstanding customer service. Upon hire and thereafter, must have background check results which are satisfactory to Penquis and indicate no previous or current record of involvement with child abuse, neglect or exploitation and no disqualifying criminal record or motor vehicle record as outlined in current contract provisions.

An application form and job description are available from Penquis, 262 Harlow Street, P.O. Box 1162, Bangor, ME 04402-1162, Tel: 973-3500, TDD: 973-3520, from our offices in Lincoln, Rockland, and Dover-Foxcroft, or applicant may apply online at www.penquis.org. Applications will be accepted until the position is filled.

In accordance with federal regulations, Penquis does not discriminate. Reasonable accommodations will be made for otherwise qualified persons with disabilities. Penquis is a tobacco and smoke-free workplace.

www.penquis.org