



**The Bedford Center  
Early Morning Maintenance Worker  
Position Available**

**Part-Time Maintenance Worker Needed!**

**Do you have a few hours in the early morning and want to use your maintenance skills for a good cause?** Then the Bedford Center wants **YOU!**,

**The Bedford Center**, an Adult Day Health Care facility, is looking for a part-time, 2-3 hours per day **Maintenance Worker**, while making the difference in our participants lives. Under the supervision of the the Bedford Center's Program Director, the Maintenance Worker carries out a variety of maintenance and repair operations to maintain the facility, equipment, furniture and grounds in a complete and timely manner.

**Hours:** Monday - Friday 7:30AM - 9:30AM

**Essential Functions:**

In conjunction with the Program Director, the maintenance worker will analyze maintenance requests to determine if the project can be completed in-house or if a professional or licensed HVAC technician, electrician, plumber, roofer, etc., should be called. If projects can be completed in house, the maintenance worker will plan and complete all maintenance work requests in a timely and efficient manner.

**Building Repair and Maintenance (outside):**

- \* Make general repairs including painting in a complete and timely manner.
- \* Check emergency lights and replace bulbs as needed.
- \* Keep grounds maintained, clean leaves and debris off patios and walkways and trim trees and bushes. Pull weeds, rake and sweep when needed.
- \* Keep patio tables and chairs clean. If applicable, ensure tents and all non weather proofed items are stored in large shed in winter months.
- \* Keep driveway area clear of debris and in good repair; paint lines as needed.
- \* Daily, inspect grounds to ensure it is clear of debris and other items.
- \* Perform other maintenance duties as requested by supervisor.

**Building Repair and Maintenance (inside):**

- \* Make general repairs including painting, plumbing, electrical and carpet maintenance.
- \* Check office and program lights and replace bulbs as needed.
- \* Work with Terminix to keep the building clear of ants and rodents.

**Roof:**

- \* Trouble shoot and repair, if applicable, any roof issues, remove debris from roof.
- \* Clean gutters, down spouts and under eaves in a complete and timely manner.

**Safety:**

- \* Perform monthly internal inspection of the building. Schedule repairs or work with supervisor to hire outside assistance on repairs that cannot be made in-house.
- \* Check emergency lighting and replace bulbs as needed.

**Qualifications:**

- \* Experience with plumbing, carpentry, electrical
- \* Great problem solving skills
- \* Committed to doing a great job

**Application:**

Reply to Craigslist posting or to **employment@choiceinaging.org**

Fax: (925) 682-6375

Attn: The Bedford Center- Maintenance Worker

Attn: Director of Human Resources

See **www.choiceinaging.org** for information about The Bedford Center for Adult Day Health Care

**Please note:** The recruitment timeline for this position may vary and depend on many factors and we appreciate your patience during this process. Due to the high volume of applicants, we will only be contacting those candidates whose qualifications most closely match our requirements for the position. **No phone calls please.**

Visit [www.choiceinaging.org](http://www.choiceinaging.org) to learn more about Choice in Aging/The Bedford Center for Adult Day Health Care. For more information on Adult Day Health Care, see [www.adultdaycc.org](http://www.adultdaycc.org).