



The Kitchen, Inc.

Job Title: Maintenance and Repair Tech	Department: Assets/Properties	Supervisor: Facility and Maintenance Supervisor
Supervisory Responsibility: No	Employment Type: Full-Time	FLSA Status: Non-Exempt

Our Mission:

We bring stability and purpose to people who are homeless using our Values of Respect, Dignity, Quality, Service, and Compassion.

Position Summary:

The Maintenance and Repair Tech is responsible for overseeing the ongoing maintenance needs of The Kitchen, Inc. (TKI) campus and properties. This position will be responsible for performing housing and building repairs along with performing routine and preventative maintenance, within their skill set, under the direction of the Facility and Maintenance Supervisor.

Major Areas of Responsibility:

- Ensure all preventive maintenance activities are scheduled, performed, and documented.
- Monitor buildings and grounds for safety related concerns through regular inspections.
- Follow Fair Housing Practices to prevent any discrimination.
- Complete prioritized tenant and staff requests in a timely fashion.
- Ensure properties owned or leased by TKI meet Housing Quality Standards.
- Provide and maintain your own set of basic tools required for maintenance and repair tasks.

Specific Job Responsibilities:

- Complete tasks itemized/prioritized by their supervisor before moving to other tasks.
- Collaborate with their supervisor and schedule outside vendors as appropriate.
- Complete daily, weekly, and monthly checklists on building(s).
- Inspect all safety equipment and keep maintenance logs.
- Clean and inspect HVAC systems and filters on TKI campus and specified properties.
- Perform maintenance on water heaters.
- Report supplies needs to their supervisor in a timely manner.
- Replace or repair broken doors, door locks, windows, and window treatments.
- Assists with renovation/remodeling of buildings; repairing/replacing plaster; painting buildings.
- Maintain work areas in a clean and orderly manner.
- Submit receipts, invoices, and purchase orders daily to the Director.
- Respond to emergency maintenance requests as required.
- Supervise volunteers or program participants working on maintenance related projects.
- Coordinate with their supervisor to effectively delegate tasks.
- Repair non- TKI owned units as directed.
- Ensure that safety practices are followed.
- Clear sidewalks and walkways of snow and ice during inclement weather, and/or remove any hazards such as excessive loose grass, leaves, mud, or standing water.
- Utilize work orders, task management software and maintenance list as required.
- Maintain record of MSDS on all chemicals used in the maintenance area.
- Other duties as assigned.



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Job Requirements:

Education, Training, and Experience

- High school diploma or Equivalent (GED)
- Minimum of one-year responsible experience in building, mechanical equipment maintenance, construction, and repair.
- Basic knowledge of HVAC, plumbing and electrical systems.
- Experience using hand and electrical tools.
- Knowledge of general maintenance processes and methods.
- General knowledge of computers and software such as Microsoft Word, Excel, and Outlook.

Core Values

- Respect – Show humility, value diversity, while demonstrating high regard for each other’s differences.
- Dignity – Promote self-respect, pride and self-worth while inspiring the trust of others.
- Quality - Demonstrates accuracy, thoroughness, and competence while looking for ways to improve and promote excellence.
- Service – Taking action to create value for colleagues and participants by committing to their well-being, anticipating their needs, and working collaboratively to overcome obstacles and solve problems.
- Compassion – Appreciate others’ perspectives and be genuinely concerned for people who are at-risk or experiencing homelessness. Treat people with courtesy, politeness, and kindness.

Other

- Provide and maintain your own set of basic tools required for maintenance and repair tasks
- Class E or Class A Missouri Driver’s license and be approved as a driver by TKI’s insurance carrier
- Must pass background check and pre-employment drug screen
- Section 3 applicants encouraged to apply

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is:

- Required to lift and move 40-50 pounds on a regular basis while navigating stairs
- Regularly climb and work from a ladder
- Frequently required stand, walk, and navigate stairs.
- Frequently required to use hands to finger, handle, or feel. Reach with hands and arms; climb, balance, stoop, kneel, crouch, or crawl.
- Occasionally required to sit
- Required to speak and hear in person and via phone.
- Specific vision abilities include close and distant vision, vision for use of computer monitor, driving, and physical labor duties.

Signature

Print Name

Date