

**eliminating racism  
empowering women**



**Central Massachusetts**

Position: Maintenance Assistant

Accountability: Facilities Manager

Hours of Work: Saturday, Sunday and Monday 12:00pm – 8:00pm, Thursday and Friday 1:45pm – 9:15pm

Location: Worcester

CORI Required: Yes

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**About the YWCA Central Massachusetts**

For more than 125 years, the YWCA Central Massachusetts has served as a life-long positive force for women and girls, their families and communities. By leveraging the reach, power and passion of our members and supporters, we have created lasting change.

The YWCA Central Massachusetts offers a wide range of programs, including early education & care; domestic violence services; career assistance; healthy lifestyle promotion. Our services strengthen women and girls in the community, helping them to realize their full potential.

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**General Function:**

Performs functions which will maintain operations and ensure the upkeep of the building according to the highest industry standards which includes the wearing of gloves and other required covering.

**Responsibilities:**

- Cleans and maintains designated areas in the building as assigned by the Facility Manager.
- Prepares room set-ups as needed.
- During non-business hours conducts rounds checking office and exterior building doors.
- Implements emergency procedures as needed.
- Assists with special projects including but not limited to painting, carpet cleaning, etc.
- Reports repair needs and works with Facility Manager to schedule service and assist outside contractors.
- Performs other duties as requested.

**Qualifications:**

- High School diploma or equivalent
  - Ability to operate custodial equipment
  - Experience and knowledge of cleaning procedures and building systems
  - Must be able to lift and move up to 50 pounds
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**How to apply:**

If you are interested in applying for the above position please send resume to:

Email: [HR@ywcacentralmass.org](mailto:HR@ywcacentralmass.org)

Fax: Human Resources at 508-754-0496

Mail: YWCA Central Massachusetts  
Attn: Director of Human Resources  
1 Salem Square  
Worcester, MA 01608-2090

The YWCA Central Massachusetts is an Affirmative Action/Equal Opportunity Employer.