



## **POSITION DESCRIPTION**

**POSITION TITLE:** Maintenance Assistant/Handy Person

**PROGRAM:** Various

**RESPONSIBLE TO:** Facilities and Capital Projects Manager

**POSITION SUMMARY:** Support Lydia Place by performing light maintenance tasks to keep our facilities safe and operational.

### **EXPECTATIONS AND COMMITMENT:**

- Availability for 3-4 hours a week, with the willingness to be flexible due to Lydia Place needs.
- Minimum 4 month commitment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Short list of maintenance needs on an on-going basis.
- Sample list includes: Baby-gate installation/ fix, tub and drains, closet rods, screen doors, bed-rails, etc.

### **DESIRABLE SKILLS:**

- Light maintenance skills
- References required
- Flexibility
- Ability to take direction
- Ability to work independently

### **BENEFITS:**

- Gain excellent experience to expand resume
- Letters of recommendation can be provided after minimum 4 month commitment
- Feel good knowing you helped create a safe space for our clients