

# **JOB DESCRIPTION CARETAKER POSITION**

## **Schedule (40 hours/week)**

- Monday – Friday with occasional flex-time

## **Personal**

- A commitment to following Christ in all dimensions of his/her life and affirming the vision and purpose of the Pittsburgh Project
- A commitment to extending hospitality to all who visit, attend, rent or work within any of The Pittsburgh Project's facilities
- A commitment to serving on a team, to reach their personal and professional potential

## **Responsibilities**

1. Prepare, clean and maintain The Pittsburgh Project (TPP) facilities, including:
  - Upholding the TPP maintenance/cleaning check list daily
  - Stripping, waxing floors
  - Changing furnace filters
  - Maintaining inventory
  - Setting up and tearing down furniture, as needed
  - Vehicle and building maintenance repairs, as directed
  - Other assignments as directed
2. Perform grounds keeping for all TPP facilities, including:
  - Maintaining cleanliness in parking lots/courtyards
  - Cutting grass, weeding, trimming, and raking leaves in season
  - Snow removal and salting areas in season
  - Other assignments as directed
3. Participate in common staff activities, including:
  - Weekly staff meetings
  - Occasional staff retreats
  - Other staff gatherings as directed

## **Accountability**

- Facilities Manager
- Executive Director

## **Wages and Benefits**

- Status: Hourly
- Benefit package



**"The Pittsburgh Project is an urban, neighborhood-based, Christian community development organization. We develop servant leaders and uphold the dignity of vulnerable homeowners."**

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date available to start: \_\_\_\_\_

Position applying for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Do you have a valid Driver's License? YES  NO  Date of Birth \_\_\_\_\_

### Education

**High School:** \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

**College:** \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**Other:** \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

### Previous Employment

**Company:** \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Company:** \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Company:** \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

### References

*Please list three references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release from employment.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return to: The Pittsburgh Project 2801 North Charles Street Pittsburgh, PA 15214-3110**

**Telephone: 412-321-1678 ~ Facsimile: 412-321-3813 ~ Email: [headquarters@pittsburghproject.org](mailto:headquarters@pittsburghproject.org)**

**(As of 11/2016)**