

Friends Center

Job Announcement, June 2022

Friends Center Facilities Assistant

Friends Center, the Quaker hub for peace and justice in Center City Philadelphia, seeks a well-rounded, motivated Facilities Assistant to support the upkeep and maintenance of its facilities.

Friends Center includes the historic Race Street Quaker Meetinghouse and the office building at 1501 Cherry Street, which has nearly 30 nonprofit tenants working for a better community and city. Friends Center also hosts meetings and conferences for tenants and outside groups, and the local Quaker congregation worships in the Meetinghouse on Sundays. Friends Center's front plaza and interior courtyard and gardens provide a place of peace in Center City for tenants and visitors alike.

The right candidate for Facilities Assistant will make sure that tenants, guests, and visitors have a pleasant experience at a well-maintained facility. Friends Center strives to be a friendly, supportive place to work, with competitive pay and excellent benefits.

ABOUT THE POSITION

Position Summary: The Facilities Assistant is responsible for maintaining the complex and its grounds and preparing the facility for events by tenants and outside groups.

Status: Full-time, 35 hours/week, Non-exempt.

Location: Philadelphia, PA

Application Deadline: Open until filled

COMPENSATION

- Starting compensation: \$18/hour
- Benefits include: paid time off; paid sick leave; paid healthcare, dental, and vision insurance; 403(b) retirement plan with employer contribution and match; and paid life and disability insurance.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- **Landscaping and Groundskeeping**
- **Building Maintenance**, including carpentry, painting, electrical, plumbing
- **Event Support**, including setup and takedown of tables and chairs

QUALIFICATIONS

Minimum:

- Basic skills in the following building trades:
 - Electrical, Plumbing, Carpentry, Painting
 - Limited on-the-job training may be available for candidates with experience in some but not all of the above.

Preferred:

- Basic skills in the following building trades:
 - Sheetrock
 - Masonry



(215) 241-7100

1501 Cherry Street, Philadelphia PA 19102

www.friendscentercorp.org

The Quaker hub for peace and justice in Philadelphia

OTHER REQUIRED SKILLS AND ABILITIES

- Demonstrated punctuality: able to arrive on time for work every day.
- Demonstrated ability to complete tasks within the assigned time.
- Demonstrated ability to work with others to complete larger tasks.
- Physically able to lift 50 pounds to chest level.
- Physically able to carry, set up, and take down 8-foot long tables for meetings.
- Physically able to stand on a six-foot ladder to carry out tasks such as painting or changing light bulbs and electrical ballasts.

SCHEDULE

- Monday – Friday, 11 am – 7 pm, with 1 hour of break time per day
The schedule may change because of the covid-19 pandemic. When making schedule changes, Friends Center works to fairly balance the needs of all of its staff.

TO APPLY:

Send application with resume or employment history

- By email to info@friendscentercorp.org; or
- By mail to Facilities Assistant, c/o Friends Center, 1501 Cherry Street, Philadelphia PA, 19102.
- No phone calls please.

PROCESS:

- Candidates of interest will have either a phone interview, an in-person interview, or both.
- Finalists may be asked to work one or two trial half-day shifts to assess skills and productivity, and will be paid \$18/hour for their time.

Friends Center is an Equal Opportunity Employer. Women, minorities, and other underrepresented groups are encouraged to apply. Friends Center is a smoke-free workplace.