

Facilities Operations Team Member (part time)

BCEC is seeking an entry-level Facilities Operations Team Member to provide facilities support to our staff and tenants. This team member will provide support for both our Boston Chinatown and Newton campuses. This is a non-exempt 20 hours part-time position with limited benefits. Scheduling of hours during Monday-Saturday is flexible but working Sunday (either morning or afternoon) is required.

CORE AREAS OF RESPONSIBILITY:

Include the following key areas and duties, which may be modified or increased as necessary:

- Setting up rooms as needed per room reservation
- Performs necessary minor repair and building maintenance
- Perform basic cleaning for our meeting room and bathroom: Sweeps, mops, scrubs, and vacuums floors using cleaning solutions, tools, and equipment
- Cleans walkways, parking lots, and steps
- Gathers and empties trash
- Applies wax or sealers to wood or concrete floors
- Assists in building security in the lobby; operates and programs electronic door system to lock and unlock doors
- Ability to operate power tools, and other special equipment used to perform job duties
- Notifies Operation Manager of need to order materials/supplies, need for major repairs, or additional needs to building operating systems
- Provide assistance to BCEC's facilities renters

Skills Required:

- Takes initiative and has a 'can-do' attitude
- Friendly personality
- Team player
- Strong communication skills
 - o Language Skills: Proficient in English; ability to speak Cantonese and/or Mandarin *is a plus*
- Technological competence: Microsoft Office (Basic Skills); Ability to learn other computer or technology applications/systems
- Physical Requirements:
 - o Able to lift up to 75lbs regularly
 - o Able to safely climb ladders while carrying 40 lbs
 - o Able to work in inclement weather
- Must have valid driver's license and reliable transportation (travel necessary between Newton and Boston campuses)

Education and Work Experience:

This is an entry-level position. H.S. Diploma or equivalent is preferred but not required. Previous related-work experience is preferred.

Hours and Compensation:

- Work hours: 20 hours
 - o Monday-Saturday (flexible scheduling)
 - o Sunday (must be available)
- Hourly compensation based on experience

Please visit our website (www.bcec.net) for more information.