**Maintenance Assistant (Part-Time – 20 hours/week)**

**Position Summary**

The maintenance staff is responsible for cleaning the clinical and administrative sites of Wilmington Community Clinic.

**Benefits**This position is eligible for benefits, including including medical, dental, vision, life insurance, retirement, paid time off, paid holidays and free employee parking. The environment is team oriented with a clear focus on the mission of the organization.

**Join Wilmington Community Clinic!**WCC, a Federally Qualified Health Center (FQHC), provides quality, non-discriminatory health services to improve the health and well-being of all served, regardless of their ability to pay. We have served patients in and around Wilmington and Los Angeles for over 40 years. We are proud of the medical, mental health and dental services we provide and put patient care front and center.

**Education & Experience:**

* Valid California Driver's License, auto insurance and available transportation.
* Previous experience in cleaning commercial properties and/or other medical settings is helpful.

**Essential Position Responsibilities:**

* Transports supplies or equipment from one site to another.
* Cleans the clinic and the administrative areas of Wilmington Community Clinic inclusive of floors, bathrooms (toilets and base), parking area, windows and windowsills, towel dispensers, shelves and furniture.
* Reports any damages or areas that need repair to the Clinic Manager.
* Performs minor repairs such as changing light bulbs.
* Maintains adequate cleaning supplies at all times and informs the appropriate staff if additional cleaning supplies are needed.
* Ensures that bio-hazardous materials are discarded according to OSHA guidelines.
* Waters all the plants.
* Disinfects the exam room furniture and trash containers.
* Maintains confidentiality of all patients’ information.
* Performs other duties as assigned.

**Skills:**

* Basic knowledge of cleaning products.
* Ability to remain organized while managing multiple details.
* Ability to communicate effectively.
* Professional demeanor and appearance a must.
* Bilingual English/Spanish preferred.
* Ability to work well within a team.
* Proficiency in Microsoft Office, internet research and easily able to learn new software programs

**What’s Next?**Thank you for your interest! Please submit your resume to hr@wilmingtoncc.org and include the position title in the subject line. We are unable to accept direct inquiries about this position (i.e. phone calls).