



Position: Handy Person- Harlem

Location: New York, NY

Reports to: Manager, Building Operations

Hours: Full-time, 40 hours per week, Monday- Friday 8am-4pm

About Jericho Project

Jericho Project is a nationally-acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment and mental and physical health services. The 39-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 550 units of supportive housing including 9 residences in the Bronx, Harlem, and Astoria, as well as scatter-site apartments throughout NYC.

About the Position

Jericho Project is seeking a full-time experienced handy person for a 52-unit SRO supportive housing residence. The handy person may be required to work after regular work hours for emergencies and special situations.

Responsibilities:

- Sweeps and mops lobby, hallways and stairs daily and as needed.
- Cleans sidewalks up to 18 inches into the street.
- Cleans bathrooms and common areas.
- Empties office trash, cleans compactor rooms at the end of each day and cleans, washes down compactor chute doors daily from the roof down depending on sites' requirements.
- Puts garbage on the sidewalk/curb in accordance with DOS pickup schedule.
- Cleans front, rear, and side yards.
- Keeps roofs and drains clean.
- Cleans windows, glass entrance doors, windowsills, and radiators daily.
- Paints over graffiti, repairs holes in stairways and cleans up after completion.
- Removes snow and ice as needed.
- Perform minor repairs.
- Ability to plaster and paint.
- Ability to change locks.
- Ability to perform minor plumbing, carpentry, electrical repairs.
- Assist Superintendent when needed.
- Minimum knowledge of sanitation codes, building violations.
- Performs other duties as assigned.

Requirements:

- Available to work after normal work hours and to be on call for emergencies and special situations.
- Knowledge of trades such as plumbing, electricity and carpentry with the ability to apply knowledge in these fields.
- Knowledge of relevant NYC Property Management sanitation, building and maintenance rules, regulations, and codes.
- Ability to lift 50lbs.
- Able to repair rooms to move in ready in a timely manner.
- Ability to receive and carry out oral and written instructions.
- Capability to plan and schedule work and complete work orders.
- Aptitude to make clear and concise decisions quickly and effectively when under work related pressure.
- Adapts to changes in the work environment; able to deal with change, delays, or unexpected events.
- Ability to work harmoniously with others.

*****Veterans are strongly encouraged to apply*****

Compensation:

The salary range for this position is **\$34,320.00** to **\$36,400.00** annualized. Jericho Project offers a comprehensive benefits package.

COVID Guidelines:

The Jericho Project is committed to ensuring the safety of its staff, interns, vendors and clients. As per the CDC guidelines' full compliance, all new/incoming staff are required to be fully vaccinated and possess the ability to provide documentation upon their 1st day of hire.

To be fully vaccinated means:

1. 2 weeks after their second dose in a 2-dose series such as: Pfizer or Moderna.
2. 2 weeks after a single-dose vaccine, such as: Johnson & Johnson's

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

How to Apply:

Interested applicants must submit a cover letter and with salary requirements to:

Human Resources Department
Jericho Project
Job Code: **Handyperson, Harlem**
245 W. 29th Street, Suite 902
New York, NY 10001
Fax 646.624.2301
careers@jerichoproject.org

No Phone Calls Please.

Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. www.jerichoproject.org