



Position: Handyperson – Melrose
Location: Bronx, NY
Reports to: Superintendent
Status: Full-Time, some evenings /weekends

About Jericho Project

Jericho Project is a nationally recognized nonprofit that has been working to end homelessness at its roots since 1983. What began as a Manhattan soup kitchen has grown into a citywide organization serving nearly 3,000 New Yorkers each year—including over 700 veterans, as well as young adults and families, many of whom identify as LGBTQ+.

Jericho provides more than 600 units of supportive housing through seven permanent residences in the Bronx and Harlem, along with scattered-site apartments throughout New York City. Our housing-first model is paired with wraparound services delivered by skilled case managers, licensed mental health clinicians, and workforce development specialists. Together, these services support our four pillars of stability: housing, employment, wellness, and family.

In 2024, Jericho facilitated over 570 housing placements, helped secure nearly 275 job placements, and delivered over 750 therapy sessions through our in-house Jericho Therapy Program. As we move toward expanding our reach by an additional 2,000 units of housing, we remain committed to helping individuals and families build lasting independence and well-being—one person, one home, and one community at a time.

About the Position

The candidate must be able to perform a variety of small to medium-sized repairs and maintenance tasks such as installing fixtures, making drywall repairs, moving and assembling furniture, cleaning, general upkeep, and assisting the maintenance team turnover vacant units.

The FLSA status of this position is **Non-Exempt**.

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.

ADA SPECIFICATIONS

This position is largely sedentary in nature; however, one must be able to speak, hear, see, and write, as well as use a computer and related software programs, and lift up to 25 lbs. Local and/or national travel required, and may involve longer weekday/weekend commitments to complete related business projects or meet deliverables.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.

Revised 4.2026

Compensation:

The salary for this position is **\$43,680.00 annualized**. Jericho Project offers a comprehensive benefits package. Employees are eligible for a merit increase annually. Merit increases are based on the employee's performance during the prior year.

How to Apply:

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

Human Resources Department
Jericho Project
Job Code: **Handyperson – Melrose**
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