



**JOB TITLE:** Maintenance Mechanic  
**REPORTS TO:** Director of Facilities  
**HOURS/STATUS:** Full-time, Non-exempt, Monday – Friday, 8am – 4pm  
**SALARY RANGE:** \$25 - \$30 Hourly

## **JOB SUMMARY**

Under the direction of the Director of Facilities, the Mechanic will perform maintenance, repair and preventive maintenance to the facility and equipment for Holy Childhood and Special Touch Bakery.

## **SPECIFIC JOB RESPONSIBILITIES**

- Monitor and properly maintain the following but not limited to:
  - All building HVAC systems
  - PM's and repair of all bakery equipment
  - All electrical systems (low voltage & High Voltage)
  - Electrical schematic
  - All plumbing systems
  - Provide Support to Quality Assurance and Production to ensure compliance with food safety and food quality programs
- Monitor and properly maintain building structural items (e.g. doors, locks, windows etc.)
- Maintain accurate records/reports on building systems and equipment and major repairs
- Timely and accurately conduct all necessary equipment checks (e.g. carbon monoxide, fire extinguishers, etc.) and building/equipment inspections (e.g., boilers, backflow, fire suppression, etc)
- Open/lock up building on a rotating schedule as needed
- Demonstrate sensitivity to and respect for the diverse cultural backgrounds and practices of the students, staff and families of Holy Childhood.
- Other Duties as assigned

## **QUALIFICATIONS**

Ability to work independently, and fulfill responsibilities efficiently, completely and properly with minimum supervision. Ability to interact with the public and Agency employees in a professional and responsive manner. Ability to multi-task. Computer literacy. Must have the ability to push, pull, and lift 50 or more pounds.

## **EDUCATION and/or EXPERIENCE**

Minimum of two years college/vocational education in electrical, plumbing, HVAC systems and food manufacturing plant maintenance, or commensurate experience



### **WORK ENVIRONMENT**

Work will be predominantly performed in an industrial/manufacturing setting generally involve continuous interactions with co-workers in a fast-paced environment. Work involves exposure to and working in below freezing temperatures as cold as -20 degrees F and will also work near hot equipment and fixtures.

### **EQUAL OPPORTUNITY EMPLOYER**

Special Touch Bakery and Holy Childhood, Inc., do not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic background, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information, health condition, or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities.

Please apply to: [employment@holychildhood.org](mailto:employment@holychildhood.org)