

BEN LOMOND QUAKER CENTER

MISSION STATEMENT

“Quaker Center seeks to nurture the spiritual growth and faithfulness of Friends and others, while strengthening Quakerism and its witness in the world. We offer programs and personal retreats exemplifying Friends' testimonies of community, integrity, simplicity, peace, and equality. We strive to live in right order with all creation, especially with the redwood forest that sustains us here in the Santa Cruz mountains.”

MAINTENANCE ASSISTANT JOB DESCRIPTION

The Maintenance Assistant works closely with the Maintenance Technician performing routine and periodic maintenance tasks, making improvements to the buildings and grounds, and implementing the preventive maintenance program for Quaker Center. The Maintenance Assistant also works collaboratively with other staff, especially the Housekeeper and Office Coordinator. This is a part-time position for an average of 20 hours per week, but ranging from 16 - 30 hours per week.

Job Responsibilities:

- Maintain and improve buildings and grounds, with attention to erosion control, fire prevention, forest management and watershed management;
- Take care of the shop, tools, equipment storage areas and Quaker Center vehicles;
- Make general repairs;
- Maintain the roads and trails;
- Cut and store firewood;
- Perform periodic housekeeping tasks as needed;
- Provide support as needed to Quaker Center camps;
- Coordinate with other staff informed about work completed and scheduled.

Qualifications:

- Possess good mechanical aptitude for learning and assisting with the stated job responsibilities;
- Be in good physical condition:
 - ◆ Able to perform the physical motions necessary to operate a variety of mechanical equipment
 - ◆ Able to climb tall ladders
 - ◆ Able to lift up to 90 pounds
- Have valid driver's licenses

Compensation:

Starting at \$15/hour

Additional Benefits:

All employees of Quaker Center are entitled to attend Quaker Center programs at no cost, provided they are not taking the place of a paying guest.

Term:

Three month probation period transitioning to contract by mutual agreement.