

TALLER PUERTORRIQUEÑO, INC.
JOB DESCRIPTION

Job Title: MAINTENANCE CREW	
Reports to: OPERATIONS DIRECTOR	
Position Classification: NON-EXEMPT Permanent Full Time: 20 Hours/Week	DATE CREATED: 11/17/2017 DATE REVISED: 4/1/2021 DATE REVISED: 7/14/2025

OVERALL JOB DESCRIPTION

The Part-Time Maintenance Person is responsible for general upkeep, basic repairs, and day-to-day maintenance of the facilities, including performance spaces, galleries, offices, and public areas. This role is essential in supporting smooth operations and ensuring a welcoming and functional environment.

MAJOR RESPONSIBILITIES AND DUTIES

RESPONSIBILITIES

1. General cleaning of overall organization offices, bathrooms, classrooms, kitchen, and theatre.
 - Sweeping, dusting, vacuuming, moping, polishing furniture and/or floors.
 - Removal of garbage/replacement of bags and cleaning of garbage cans
 - Cleaning bathroom stalls, toilets and floors.
 - Cleaning windows, glass doors, mirrors, fans, wall, and other necessary areas.
 - Cleaning of kitchen appliances, floor and/or walls
 - Cleaning of administrative area and cubicles
2. Other maintenance tasks such as:
 - Replacing lightbulbs or filters
 - Monthly checks on fire extinguishers
 - Set up and break down for events, including moving chairs, tables and equipment.
 - Maintain cleanliness and order in backstage, mechanical, and storage areas.
 - Monitor and restock maintenance supplies and tools.
3. Maintain surrounding grounds, sidewalks in a safe and clean-living environment by upkeep of:
 - Minor gardening
 - Some snow shoveling to surrounding facility
 - Salt spreading
 - Picking up trash
 - Power washing side walks

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High school diploma required
- 2-3 years' experience in building or facility maintenance
- Ability to troubleshoot and perform light repairs (e.g., plumbing, lighting, painting)
- Familiarity with tools and equipment relevant to facility maintenance.
- Able to lift and move heavy items (up to 50lbs).
- Self-motivated, dependable, and able to work with minimal supervision.
- Comfortable working in a creative, fast-paced and diverse environment.
- Availability for occasional evenings or weekends, especially during events.

COMMUNICATION

- Written and verbal fluency in English and Spanish is preferred.
- Strong desire and ability to communicate and work with multicultural audiences.
- Advanced interpersonal skills with the ability to communicate effectively with people from diverse racial, ethnic, socioeconomic, and gender backgrounds.

COMMITMENT TO SERVICE

- Commitment to Taller's mission and role in the community.
- An understanding of institutional and structural racism and bias; and a genuine commitment to equity, inclusion, and belonging.
- An ability to effectively work with people from diverse backgrounds, including age, race, ethnicity, gender identity, and lived experiences.
- Enthusiastic and positive attitude about changing systems and community perspectives.

PROFESSIONALISM

- Strong organizational skills and ability to manage multiple priorities at once.
- Ability to work well independently and as a highly integrated and diverse team member.
- Demonstrated ability to solve problems and manage conflict.
- Ability to think and plan strategically.
- All team members agree to adhere to Taller's Culture Principles.

ADDITIONAL REQUIREMENTS

- Occasional weekend/evening hours.
- Participation in yearly Taller events.
- Background checks are required.
- Performs other related duties as assigned.

SKILLS

- Ability to work independently and as part of a team with strong, interculturally-informed interpersonal skills.

- Embodies a growth mindset and is committed to giving and receiving feedback responsibly and respectfully.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing needs of Taller Puertorriqueño, Inc.

The duties and responsibilities have been explained in full detail. I understand them and the responsibilities inherent with this position and will abide by its dictates. I understand that I am not to disclose or discuss confidential information about the organization's matters or employees with another person or entity or use it for my purposes. By signing this form, I confirm that I have discussed this job description in detail with my supervisor.

Employee Signature:	Date:
Supervisor Signature:	Date:
Executive Director Signature:	Date: