



Facilities Specialist

One part time position (20 hours per week)

Action for Children, central Ohio's Child Care Resource and Referral agency, is seeking an individual to join its Operations team as a Facilities Specialist. This position involves supporting evening class participants as well as building care during week nights and some Saturdays.

Major responsibilities include:

- Coordinating and overseeing use of parking area for class participants
- Keeping parking areas clean and orderly to ensure that space usage is maximized
- Lifting, positioning, and removing barricades in order to open or close parking areas
- Cleaning building
- Collecting trash throughout building on a daily basis
- Performing some light building maintenance
- Setting up rooms for meetings, training sessions and other events
- Securing the building after evening and Saturday classes

Qualifications – Successful candidates will have:

- History of excellent customer service skills
- Ability to work a flexible schedule
- Light maintenance skills to handle basic electrical, plumbing and carpentry tasks

This is a part time position, requiring evening and weekend hours, and reliable transportation.

HOW TO APPLY

Interested individuals should send a resume and cover letter outlining how they meet the specific requirements of the position to Human Resources, Action for Children, 78 Jefferson Ave., Columbus, OH 43215 or jobs@actionforchildren.org. No phone calls please. Action for Children is an equal opportunity employer.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note, the selected candidate will be required to submit to our background and reference checking process.