



**Position Title:** Maintenance Assistant

**Education:** Associate's Degree or Apprenticeship in Carpentry, Construction, or a related field

**Location:** Brooklyn and Queens, New York

**Employment Type:** Full-time

**Report to:** IT and Program Maintenance Manager

**The Campaign Against Hunger (TCAH)** is one of the largest and most robust anti-hunger advocates in New York City. Since March 2020, when COVID-19 began to impact the city, TCAH has quadrupled our previous annual capacity to serve our neighbors while continuing to advance equity for communities that are underserved and disenfranchised. TCAH's mission is to empower its neighbors to lead healthier, more productive and self-sufficient lives by increasing their access to nutritious food and related resources. With an annual budget of \$8.9 million and a staff size of 50, TCAH is looking to expand its dynamic team.

**Position Summary:** As TCAH's capacity to serve grows, so too must our footprint across the city. The Maintenance Assistant will work with the IT and Program Maintenance Manager on small-scale repairs; to identify, report on, and plan for maintenance to property, equipment, appliances, and various machines; and to complete construction projects at each of TCAH's sites in Brooklyn and Southeast Queens.

**Tasks and Responsibilities:**

- Display a general understanding of plumbing, lighting and electrical, heating, and A/C systems. Be prepared to offer suggestions for related repairs and meet with professionals to discuss solutions
- Shape or cut materials to specified measurements, using hand tools, machines, or power saws (including drills, chisels, sanders, saws, and nail guns)
- Build or repair wooden fixtures including cabinets used in TCAH buildings and on farms, using woodworking machines, hand tools, or power tools
- Assemble and fasten materials to make frameworks or props, using hand tools and wood screws, nails, dowel pins, or glue
- Remove damaged or defective parts or sections of structures and repair or replace, using hand tools
- Inspect ceiling or floor tile, wall coverings, siding, glass, or woodwork to detect broken or damaged structures
- Move necessary materials around jobsite as assigned
- Clean up worksite debris

**Personal and Professional Characteristics:**

- At least 5 years of construction or carpentry experience
- Familiarity with a wide range of systems and tools
- Creativity and design skills
- Knowledge of and adherence to building regulations and codes
- Comfortable working in a fast paced environment
- Willingness to work at and travel to multiple TCAH locations

The Campaign Against Hunger is an equal opportunity employer.



This written job description is intended to relay the essential job functions, the general responsibilities, and the necessary requirements for success in the Carpenter role. Applicants should be prepared to exercise additional construction and maintenance skills. Salary is based on experience.