

**Maintenance Assistant**

**Role:**

This position provides general maintenance to the Credit Union’s facilities as assigned by supervisor.

**Essential Functions & Responsibilities:**

* Performs daily general maintenance duties including but not limited to: Vacuum carpets, mop tile, dust, clean windows, empty trash, maintain restrooms and kitchen. Maintain landscaping and outside maintenance including but not limited to: Mowing, weed eating, and landscaping upkeep. Move furniture, files, and fixtures when necessary. Provide weekly courier service to all branches and any other duties assigned by supervisor.
* Performs routine preventative maintenance including but not limited to: Changing light bulbs, air filters, batteries in signs, controllers, and clocks, etc.
* Attends training sessions required by the supervisor.
* Performs other job-related duties as assigned.

**Knowledge and Skills:**

**Experience:** The role can be learned in hours, days, or weeks.

**Education:**  No high school diploma required.

**Interpersonal Skills:** Work involves contact with persons beyond immediate associates regarding routine matters for the purpose of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (members or vendors), requiring ordinary courtesy in providing assistance and information.

**Other Skills:** General maintenance experience is desired. Excellent written, oral, and interpersonal communication skills are necessary.

**Please send resume to:** [**hr@rrcu.org**](mailto:hr@rrcu.org) **or River Region Credit Union, Attn: Human Resources, 3124 W. Edgewood Drive, Jefferson City, MO 65109**