

# Temple Emanu-El Job Description

**Job Title:** Maintenance Attendant

**Department:** Facilities/Hospitality

**Reports to:** Senior Director of Facilities and Operations

## BASIC FUNCTIONS

- Work with vendors and subcontractors as the Temple representative
- Make minor mechanical, equipment and plumbing repairs
- Painting, woodworking and refinishing
- Occasionally assist in the setup and breakdown of meeting rooms
- Maintain the appearance of the meeting spaces
- Assemble and arrange conference equipment

## KNOWLEDGE, SKILLS AND ABILITIES

- Basic HVAC knowledge
- Trade school education preferred
- Must be able to push, pull and lift a variety of objects and equipment weighing from 5-70 pounds, place risers into place that could weigh up to 150 pounds
- Time management and ability to work on multiple projects at one time
- Ability to climb on roofs for various repairs and cleaning
- Must be able to work weekends

## BENEFITS OF WORKING FOR TEMPLE

- Paid time Off
- Competitive salary
- Medical, dental and vision insurance
- Supplied uniforms
- Retirement plan 403(b) with company match
- Disability insurance
- Life insurance
- LGBTQ+ friendly

## ABOUT TEMPLE EMANU-EL

Temple Emanu-El is a vibrant Reform Jewish community that strives to be a place of sacred encounter. Our Synagogue is a beautiful campus of over 50,000 square feet of conference and reception spaces, playgrounds and prayer sanctuaries. Formed in 1872, Temple Emanu-El is the largest congregation in the Southwest and is among the largest in the United States with close to 2,500 member families. Temple Emanu-El welcomes all people, regardless of race, sexual orientation or gender identity, as full participants in Temple life.