

**NYSUM**  
**Maintenance/Full Time**  
**(40 hours per week)**

**Job Description and Responsibilities:**

**I. Maintenance Staff**

1. Must have a valid NY driver's license
2. Able to drive a 15 passenger van for supply pick ups
3. Makes repairs, part of construction crew, janitorial projects & vehicle
4. Repairs such as but not limited to:
5. Experience with basic electric
6. Experience with basic plumbing
7. Experience in basic plastering, prime and painting
8. Loads and unloads trucks when deliveries arrive
9. Serves with volunteer construction teams come to help at the ministry
10. Serves during Emergency Situations when called upon
11. Serves in other areas of NYSUM'S ministry when needed and when assigned
12. Attends bi-monthly staff meetings
13. Attends weekly fasting and prayer meetings
14. Supports and adheres to the NYSUM Staff Handbook

**III. Priorities and Parameters**

15. Legal U.S. work authorization.
16. Mature & Stable Christian with a heart to serve others - Hard worker that is energetic and passionate about ministry
17. Lives on the NYSUM Campus (Optional)

**18. Typical Schedule**

19. Mon.-Fri. 8am-4pm, 9am-5pm, 10am--6pm; Tues.-Sat. same alternate shifts as letter "A"

**20. Benefits & Financial Package:**

- Competitive Annual Salary based on skill and experience
- 403B Retirement Plan
- COLA
- Sick Days & Paid Holidays

**Interviews with the Director of Building & Maintenance, Mr. Ronald Rivera**  
**NYSUM 31-10 47<sup>th</sup> St., LIC, NY 11103 718-204-6471 Download Applications**  
[www.nysum.org](http://www.nysum.org). email: [maintenance@nysum.org](mailto:maintenance@nysum.org) or fax: 718-204-6471