



# KAPLEN JCC on the Palisades

**TITLE: Facilities Team Member**  
**REPORT TO: Facilities Manager**

The Kaplen JCC (Jewish Community Center) on the Palisades is a welcoming home away from home for all who pass through its doors. Our 185,000 square foot building plus acres of outdoor grounds feature 2 fitness centers, an indoor and outdoor aquatics center, group exercise classes, cycle, and Pilate's studios, 2 gymnasiums, tennis courts, indoors track, luxurious spa, multiple playgrounds and so much more. The JCC is home to the renowned Thurnauer School of Music, Syril Rubin Nursery school, Neil Klatskin Day Camp and the JCC Dance and Drama school.

We are looking for a Facilities Team Member to support our daily programs, events, and building maintenance

## **RESPONSIBILITIES:**

- Perform minor repairs of building and equipment such as light bulbs, ceiling and floor tiles, spackle and painting and other small projects.
- Set up, arrange, and remove decorations, tables, chairs, ladders, and coffee setups, for facility events such as classes, programs, banquets, and meetings.
- Assist with snow and ice removal for all sidewalks and parking areas.
- Work closely with security personnel to secure buildings and lock down at night.
- Keep the facility clean by sweeping, mopping, wiping down tables and furniture, cleaning bathrooms, and emptying garbage.
- Moving heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Communicate on a consistent basis with the Facilities Manager concerning the need for major repairs or additions to building operating systems.
- Other duties as assigned.

## **REQUIREMENTS:**

- Strong communication and problem-solving skills
- Desire and ability to work with others.
- Ability to work independently.

## **SCHEDULE:**

- Monday through Friday, 8:00am-4:30pm

Please send resume to: Chris Parrilli, Facilities Manager, [CParrilli@jccotp.org](mailto:CParrilli@jccotp.org)

EOE

It is the policy of this institution to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, marital status, national origin, age, disability, veteran status or status within any other protected group.