



KAPLEN JCC on the Palisades

Kaplen JCC on the Palisades, Taub Campus, 411 E. Clinton Avenue, Tenafly, NJ 07670

www.jccotp.org

JOB TITLE: Facilities Team Associate

SUPERVISOR: Chris Parrilli, Director of Facilities

STATUS: Full time

If you are interested in being part of a warm and welcoming professional team focused on ensuring a place of belonging and delivering excellent opportunities to its members and the community, come join our team. The Kaplen JCC on the Palisades (Kaplen JCC) is seeking a professional who enjoys being active and helping our staff and members by providing excellent services and assistance with our facilities.

KAPLEN JCC ON THE PALISADES

The Kaplen JCC is a welcoming home away from home for all who pass through its doors in Tenafly, NJ and for the wider community. We are a leading nonprofit, charitable organization deeply rooted in Jewish values and tradition, and are a vibrant and welcoming home for the Jewish People. We are a place that welcomes all, cultivating the social, intellectual, physical, and spiritual well-being of the entire community. We are a strength-based organization and pride ourselves on our inclusive and welcoming workplace that celebrates the diversity of our employees. We stress a supportive environment in which people are treated with appreciation and respect and positioned to do their best work every day. Our vision is to be the center point of Jewish life in our community and to engage all generations in our mission and values. We serve 3,000+ membership units and over 750,000 people each year in our 200,000 square foot building and acres of outdoor grounds and facilities.

POSITION OVERVIEW

We are seeking Facilities Team Associate to be a part of the core team responsible for maintaining a safe, clean, and efficient environment across the facility and property. Key responsibilities include routine maintenance, repairing building systems, safety inspections, daily set ups, and inventory for supplies and equipment. The Facilities Associate will also assist in addressing work orders and ensuring compliance with building regulations.

RESPONSIBILITIES AND OPPORTUNITIES

Building Operations Support

- Assist with setup, breakdown, and support for events or meetings within the facility

- Managing facility-related work orders and prioritizing tasks accordingly

Maintenance & Repairs

- Identifying, troubleshooting, and resolving maintenance issues
- Repairing and replacing electrical switches, outlets, circuit breakers, ballasts, light bulbs, and fixtures.
- Fixing broken or leaking plumbing to prevent water damage and restore functionality of water fixtures such as sinks, toilets, and showers, as well as clearing clogged drains.
- Conduct painting and touch-ups as needed to uphold a professional appearance. Repair minor wall damage, such as patching holes and correcting surface imperfections.
- Assemble and set up office furniture, including chairs, desks, tables, and other fixtures.
- Carry out minor carpentry and locksmith repairs.
- Snow clearance, which involves shoveling, operating snow blowers, and applying salt to sidewalks.

Safety & Compliance

- Following safety protocols and keeping the work environment hazard-free

QUALIFICATIONS & SPECIALIZED SKILLS

- High School Diploma or equivalent; technical or vocational training in facilities maintenance or a related field is a plus.
- Strong knowledge of general maintenance procedures, including basic carpentry, plumbing, electrical, and HVAC systems.
- Ability to operate hand tools, power tools, and other maintenance equipment
- Ability to work independently and manage time effectively
- Strong communication and interpersonal skills
- Excellent problem-solving skills and attention to detail
- Valid Driver's License
- Ability to lift and carry heavy objects (up to 50lbs)

SALARY RANGE \$40,000-\$50,000 (Commensurate with experience)

BENEFITS

Complimentary JCC family or Individual membership

employee discounts on all programs, services and events

Generous paid time off, paid floating federal holidays, paid Jewish holidays

Health and dental insurance

403b employer contribution

FSA/HSA options

Life insurance

long-term disability

This job description is not intended to be all-inclusive, and the [POSITION] will also perform other reasonably related business duties as assigned by its supervisor or other management, as required. The Kaplen JCC reserves the right to revise or change job duties as needs arise. This job description does not constitute a written or implied contract of employment. The Kaplen JCC is proud to be an equal opportunity employer. In keeping with our Jewish values, we are dedicated to a policy of nondiscrimination in employment on the basis of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, marital status, citizenship, veteran's status, physical or mental disability that does not prohibit the performance of essential job functions (with or without reasonable accommodation) or any other basis protected by federal, or applicable, state or local law. We welcome everyone interested in our mission to join us. If you require accommodation, please contact us and we will make every effort to meet your needs.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. At the Kaplen JCC, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about these roles but your past experience doesn't align perfectly with every qualification noted above, we encourage you to apply. You may be just the right candidate for this or other positions.

To apply: Please email resume to Chris Parrilli at: cparrilli@jccotp.org