

**Position:** Facility Maintenance Coordinator  
**Status:** Part time, non-exempt  
**Hours:** 20/week (M-F 1:30pm-6pm with 30 min lunch)  
**Hourly Rate:** \$14 per hour  
**Benefits:** 401(k), Holiday and Vacation Pay  
**Hiring Manager:** Director of Operations

**About Us:**

CDS is a 501(c)3 nonprofit in the upstate of South Carolina that serves over 8,000 children and individuals each year who have developmental delays, disabilities, and special needs. We are a partnership of medical and support services in a shared building at 29 North Academy Street in Greenville. For more information about CDS or our partners, visit [www.cdsservices.org](http://www.cdsservices.org).

**Position Summary:**

The Facility Maintenance Coordinator is a vital team member who is responsible for the safety of our clients, partners, and staff as well as the maintenance of our building and equipment. This position is also a representative of the organization for vendors, visitors, and clients.

**Position Responsibilities:**

- Small building repairs
- Light cleaning
- Security
- Emergency assistance
- Stocking supplies
- Package delivery
- Kidnetics technician backup
- Reception coverage backup

**Position Requirements:**

We are looking for individuals with a background in maintenance or construction. Candidates must be eligible to work in the USA and possess a high school diploma or equivalent certificate. Candidates must also have good interpersonal skills and be able to adapt quickly to a changing environment.

Previous janitorial experience in a commercial or medical facility is a plus. Security or military experience is also a plus.

**Physical Demands:**

Candidates will need to be able to lift a minimum of 50 pounds, know how to handle simple tools, can walk the perimeter of the property easily, and stand/bend/kneel as needed for projects.

**How to Apply:**

Interested candidates should send their resume to [becky.jones@cdsservices.org](mailto:becky.jones@cdsservices.org).