



Fair Haven Community Health Center
374 Grand Avenue
New Haven, Connecticut 06513
(203) 777-7411 · www.fhchc.org

Outstanding healthcare opportunity

We are looking for passionate, caring individuals who are interested improving the health of the Fair Haven community. For over 40 years, FHCHC has been a leader in health care in Connecticut and is focused on providing excellent, affordable primary care to all patients, regardless of insurance status or ability to pay. FHCHC is proud to have a diverse and motivated team of professionals who are constantly seeking ways to enhance and improve the health and well-being of all patients.

Job Description

Job Title: Facility Assistant

Position Type: Fulltime

Reports to: Director of Facilities

Job Purpose:

To provide a clean and safe environment for our patients and staff, the Director of Facility must take responsibility and pride for all aspects of the facilities and the grounds.

Duties and Responsibilities:

Building and Grounds Maintenance tasks

- Help to oversee maintenance and repairs of FHCHC facilities
- Call appropriate service repair people when there is a problem—e.g. electrical, plumbing, furnace, AC, elevator, sprinkler etc., pest control, light carpentry
- Perform light gardening tasks & litter removal—especially exterior, leaves, trash etc
- Review bathrooms and exam rooms for trash removal and cleanliness and do any immediate pick ups and or spills
- Perform cleaning tasks such as venetian blinds, rug spots, chairs, basement areas not covered by regular cleaning
- Distribute shipments of supplies as they arrive at the front desk (UPS etc.)
- Perform handyman tasks as needed such as: hang pictures, small plumbing tasks, minor repairs etc., change light bulbs, move furniture within the building—Be available for going to satellites for handyman chores
- Organize medical waste removal for special pick up and Breakdown corrugated cardboard for recycling
- Install and remove window air conditioners (spring and fall)
- Snow removal –steps etc. (lots and sidewalk done professionally)
- Assist with on-call responsibilities for alarm company

Purchasing and Ordering and Stocking tasks

- Work with other staff for inventorying, ordering, and stocking medical supplies and equipment
- Stock supplies as needed, including filling orders for satellites
- Picking up supplies, performing errands as needed
- Job description meant to give overall idea of job, not all inclusive.



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Minimum Requirements:

- Experience in building maintenance and repair.
- Connecticut driver's license and access to a car
- Must be able to lift 50 pounds
- High school diploma or equivalency degree and/or experience
- Must be able to work with all types of individuals

Direction of Others:

- Oversees contracted services for maintenance and other

OSHA Status—Category I--Increased Risk Position

Potential exposure to a hazardous waste and bloodborne pathogens, clinical setting

Americans with Disabilities Act Requirements:

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job specific functions (listed within each job specific responsibility) either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case by case basis.

Essential Physical/Mental Demands:

Physical Demands: Requires walking, bending, sitting, standing, writing, reading, telephone use, data input into computer, pulling medical records,

Mental Demands: Ability to cope with continual changing priorities under potentially stressful conditions

Manual Dexterity Required: Ability to use a keyboard, telephone