



# MIA Job Posting

---

**Position title:** MIA buildings Care Taker

**Position type:** Part time (15-20 hours/week)

**Salary:** \$12.00 per hour.

**Reports To:** Ala Al-Qasim, EC Member and Director of MIA facilities.

## Job Description:

- Full cleaning of the mosque facilities.
- Opening and closing the facilities on rotating schedule using the systems in place.
- On call duties for emergencies and special events.
- Setting facilities and making it ready for events and activities.
- Troubleshoot and perform minor repairs on plumbing, electrical and appliances systems.
- Paint, repair drywall, patch holes and change interior and exterior lights
- Clear snow in the winter and sand entrances,
- Cut grass, mower the lawn and plant flowers in the summer
- Clean and organize the facilities after end of functions
- Watch for improper parking and take necessary actions
- Perform routine inspections and maintenance of building systems
- Maintain records with respect to systems, condition of the premises and equipment;
- Report any breakdowns, accidents, damage or vandalism to the appropriate EC member.
- Order and maintain adequate cleaning supplies for the premises and control the inventory and the use of these supplies.
- Secure all doors and windows whenever the building is vacated and activate security system if last person to vacate building;
- Check for repairs required to infrastructure and report maintenance requirements
- Ensure the premises are esthetically well kept and well organized
- Committed to be available for the whole month of Ramadan.
- Other related duties as assigned.

## Qualifications:

- Minimum grade 10 education.
- Demonstrated knowledge of some carpentry, dry walls, painting and electrical devices
- Minimum 6 month work experience working in caretaking or maintenance related positions.
- Must be fluent in English.
- Good interpersonal skills and ability to work independently.
- Self Starter with Initiative and Innovation.
- Willing to work evenings and weekends.
- Own a vehicle.

---

Please submit your resume with a cover page to MIA secretary: [osaed.khan@miaonline.org](mailto:osaed.khan@miaonline.org) Submission deadline: March 30, 2013 at 5:00 pm. **Note:** Only individuals who meet the requirements will be called for interview.