



Job Description - Driver & Facility Assistant

Overview

Founded in Chicago in 2005, MetroSquash is an after-school, weekend, and summer program that provides transformative, life changing opportunities for students in 5th grade through college graduation. After 13 years of successful programming for public school students on Chicago's south side, MetroSquash will expand to Evanston in the fall of 2018.

The Driver & Facility Assistant plays a key role in ensuring the highest level of safe transportation for student-participants of MetroSquash, while providing facility services as needed.

Driving Key Responsibilities:

- Perform inspection on van at the start of each shift to ensure that it's in good mechanical order
- Pick students up from school using the MetroSquash Van in a timely and efficient manner and maintaining a pick-up log
- Enforce that all students wear seat belts properly and at all times
- Provide safety instructions to students on a constant basis
- Chart-out best possible van routes, keeping in mind time and safety
- Ensure that driving is done in a defensive and safe manner especially where varying traffic conditions and inclement weather is concerned
- Schedule regular van maintenance, including mechanical, exterior and interior, such as oil changes and scheduled cleaning of seats and carpets
- Conduct van orientation and safety training for new staff members
- Maintain knowledge of First Aid and CPR procedures and perform them in the event of an emergency

Facility Assistant Key Responsibilities:

- Provide front desk coverage, greeting visitors and ensuring a safe environment for students and staff
- Demonstrate excellent phone etiquette, answering calls and transferring to appropriate staff
- Perform general repairs including minor carpentry, plumbing, etc.
- Maintenance of facility and outside grounds on a consistent basis

Compensation:

The wage for this position is \$15/hour

Qualifications and Qualities:

Valid IL driver's license and clean driving record; good communication skills; ability to lift and move heavy objects; familiarity with GPS devices; ability to manage time and routes; minimum 3 years driving experience

Hours: General hours are Monday - Friday, 2pm - 6pm. The position entails some weekend work.



How to Apply: Email resume and cover letter to Mary Sillah at mary@metrosquash.org. No calls please.

