

Temple Emanu-El Job Description

Job Title: Maintenance Attendant

Department: Facilities/Hospitality

Reports to: Senior Director of Facilities and Operations

Temple Emanu-El is a vibrant Reform Jewish community that strives to be a place of sacred encounter. Our Synagogue is a beautiful campus of over 50 thousand square feet of conference, reception, playgrounds, and sanctuaries. Formed in 1872, Temple Emanu-El is the largest congregation in the Southwest and is among the largest in the United States with close to 2600 member families. At Temple Emanu-El, our tent is always open. Temple Emanu-El welcomes all people, regardless of sexual orientation or gender identity, as full participants in Temple life.

You can learn more about Temple Emanu-El at tedallas.org

BASIC FUNCTIONS

- Work with vendors and sub-contractors as the Temple representative
- Make minor mechanical, equipment, and plumbing repairs
- Painting, woodworking and refinishing
- Occasionally assist in the set-up and break-down of meeting rooms
- Maintain the appearance of the meeting spaces
- Assemble and arrange conference equipment

KNOWLEDGE, SKILLS AND ABILITIES

- Basic HVAC knowledge
- Trade school education preferred
- Must be able to push, pull and lift a variety of objects and equipment weighing from 5-70 pounds, place risers into place that could weigh up to 150 pounds
- Time management, and ability to work on multiple projects at one time
- Ability to climb on roofs for various repairs and cleaning
- Must be able to work weekends

BENEFITS OF WORKING FOR TEMPLE

- Paid time off
- Competitive salary
- Medical, dental and vision insurance
- Supplied uniforms
- Retirement plan 403(b) with matching
- Disability insurance
- Life insurance
- LGBTQ+ friendly

HOW TO APPLY:

Please send a resume to jmeyer@tedallas.org