

**Job Title:** Facilities Assistant – Temp to Possible Permanent

**Location:** Multiple Sites – Middlesex, Monmouth & Camden Counties, NJ

**Employment Type:** Temporary (with potential for permanent placement)

**Schedule:** Flexible, with availability to support 24/7 residential programs

**Company Overview:**

Triple C Housing, Inc. is a mission-driven organization dedicated to providing housing and supportive services to individuals and families with special needs across New Jersey. We are currently seeking a motivated and reliable Facilities Assistant member to support the start-up and upkeep of residential housing sites in Middlesex, Monmouth, and Camden Counties.

**Position Summary:**

This temp-to-perm position is ideal for a hands-on professional with experience in facility upkeep, basic repairs, and janitorial services. The Facilities Assistant will play a key role in supporting project launches, maintaining cleanliness and safety of properties, and ensuring readiness for 24/7 residential program operations.

**Key Responsibilities:**

- Perform general maintenance tasks including painting, minor carpentry, plumbing, and basic electrical work.
- Complete daily janitorial duties: sweeping, mopping, trash removal, sanitization of high-touch areas, and bathroom cleaning.
- Assist with setting up new residential program sites, including furniture assembly, minor installations, and ground cleanup.
- Ensure that all residential facilities remain clean, safe, and in good working order.
- Respond to maintenance requests in a timely and professional manner.
- Coordinate with supervisors and site managers for ongoing tasks and emergency issues.
- Maintain tools, equipment, and cleaning supplies in good condition.
- Provide on-call support or flexible availability during off-hours, as needed for 24/7 program support.

**Qualifications:**

- Must have working knowledge and hands-on experience with:
  - Basic electrical systems and repairs
  - Plumbing systems and fixtures
  - Painting and wall repair
  - General carpentry and minor building repairs
  - Furniture assembly and installation
- Proven experience in handyman, maintenance, or janitorial roles.
- Strong problem-solving skills and attention to detail.
- Ability to work independently and manage multiple tasks across locations.

- Valid NJ driver's license and reliable transportation required.
- Flexibility to work varied shifts, including early mornings, evenings, and weekends.
- Ability to lift up to 50 lbs and perform physical labor.
- Must pass background and reference checks.

**Preferred Qualifications:**

- OSHA certification or relevant safety training.
- Experience working in residential or social services environments.

**Compensation:**

Hourly wage commensurate with experience. This is a temp position with strong potential for permanent employment based on performance and organizational needs.

---

For job posting:

## **Facilities Assistant – Temp to Possible Permanent**

**Triple C Housing, Inc.** – Middlesex, Monmouth & Camden Counties, NJ

**Job Type:** Temporary (with potential to become permanent)

**Schedule:** Flexible; must be available to support 24/7 residential programs

**About Us**

Triple C Housing, Inc. is a nonprofit organization committed to providing quality housing and supportive services to individuals and families with special needs across New Jersey. We are expanding our team to support new and existing residential sites.

---

**Job Summary**

We are seeking a skilled and dependable **Facilities Assistant** member to assist with the start-up and maintenance of residential housing programs. This role is crucial in ensuring that our properties remain clean, safe, and fully functional. The position is temporary with the potential for permanent placement based on performance.

---

**Responsibilities**

- Perform basic electrical, plumbing, carpentry, and painting tasks
- Complete general janitorial duties (cleaning, trash removal, disinfecting common areas)
- Assemble and install furniture and fixtures

- Assist with the setup of new residential program sites
  - Respond to maintenance requests and emergencies promptly
  - Maintain a clean, organized, and safe environment
  - Travel between housing sites in Middlesex, Monmouth, and Camden Counties
  - Provide on-call support or flexible hours for 24/7 program needs
- 

## Requirements

- Proven experience in maintenance, handyman, or janitorial roles
  - **Must have working knowledge of:**
    - Basic electrical systems
    - Plumbing and fixtures
    - Painting and drywall repair
    - Carpentry and minor building repairs
    - Furniture assembly
  - Ability to lift up to 50 lbs and perform physical labor
  - Strong attention to detail and problem-solving skills
  - Valid NJ driver's license and reliable transportation
  - Must pass a background and reference check
  - Willingness to work varied shifts, including evenings and weekends
- 

## Preferred Qualifications

- OSHA certification or related safety training
  - Experience in residential or nonprofit program settings
- 

## Compensation

- Competitive hourly wage (based on experience)
- Potential for permanent hire based on job performance