

Handyman (PRN Position)

CHEP, Inc. – Serving Homeless Veterans

Position Type: PRN (As Needed)

Location: [Insert Location]

Reports To: Facilities Manager/Program Director

Position Summary

CHEP, Inc., a nonprofit organization dedicated to assisting homeless veterans, is seeking a dependable and skilled Handyman to support the maintenance, repair, and upkeep of our facilities and housing units. This PRN (as-needed) position is designed to provide flexible support based on organizational needs and will be evaluated after 90 days for potential transition into a full-time position.

The ideal candidate will have experience in general maintenance and repairs, a strong work ethic, and a commitment to serving veterans with dignity and respect.

Essential Duties and Responsibilities

- Perform general maintenance and repair tasks including plumbing, electrical, carpentry, painting, drywall, flooring, and minor HVAC work
- Conduct routine inspections of facilities and identify maintenance needs
- Respond promptly to maintenance requests from staff and residents
- Maintain safe, clean, and functional living and office environments
- Assist with room turnovers and preparation of housing units for incoming residents
- Operate and maintain hand and power tools safely and effectively
- Ensure compliance with safety standards and organizational policies
- Maintain inventory of maintenance supplies and notify supervisor of needed materials
- Assist with groundskeeping duties as needed, including trash removal and exterior upkeep
- Coordinate with outside vendors or contractors when necessary
- Document completed work orders and maintenance activities accurately
- Support emergency maintenance situations when needed

Qualifications

- High school diploma or GED preferred
- Minimum of 2 years of general maintenance or handyman experience preferred
- Working knowledge of plumbing, electrical, carpentry, and general building maintenance

- Ability to lift up to 50 pounds and perform physically demanding tasks
- Strong problem-solving and time-management skills
- Ability to work independently with minimal supervision
- Valid driver's license and reliable transportation preferred
- Must pass background screening as required by CHEP policies

Preferred Qualities

- Experience working in nonprofit, housing, or supportive services environments
- Compassion for and commitment to serving homeless veterans
- Professional, respectful, and dependable demeanor

Schedule and Employment Status

This is a PRN (as-needed) position with flexible hours based on organizational needs. Performance will be evaluated after 90 days for consideration of a full-time employment opportunity.

Additional Responsibilities

- Perform all other job duties as assigned.

Equal Opportunity Employer

CHEP, Inc. is an Equal Opportunity Employer and values diversity within our organization and the communities we serve.