



STEPPING STONES SHELTER
MOVING FAMILIES FORWARD

Description: Stepping Stones Shelter is an emergency shelter for families experiencing homelessness. We are in Rockville in a historic home built in 1912. We are seeking a part-time handy person. Specifically, we are looking for a practical, reliable "fix-it" person who can look around an old house, see what needs attention, and take care of the little things before they become big things.

Hours: 1 weekday (TBD) per week, 4-8 hours per day // **Pay:** Hourly, paid every other week

Job Duties:

- Minor plumbing repairs (leaky faucets, toilets, drains)
- Basic electrical tasks such as replacing fixtures, switches, and outlets when appropriate
- Drywall patching, caulking, spackling, and touch-up painting
- Door, lock, hinge, cabinet, and drawer repairs
- Furniture assembly and minor repairs
- Hanging shelves, pictures, blinds, hooks, curtains, etc.
- Basic carpentry and wood repairs
- Weatherproofing and draft prevention
- Replacing filters, smoke-detector batteries, light bulbs, etc.
- Basic maintenance of appliances and household fixtures
- Porch, steps, railings, fences, and exterior upkeep
- Gutter and downspout maintenance
- Seasonal preparation and storm-related cleanup
- Yard/grounds upkeep as needed
- Identifying larger maintenance issues and coordinating with contractors
- Routine inspection of the house for safety and maintenance needs
- Keeping a running list of needed repairs and supplies
- Helping move, organize, or dispose of furniture and other items
- Maintaining a small inventory of tools and maintenance supplies

Qualifications

- Demonstrated experience and ability to perform general home repairs and maintenance.
- Strong attention to detail and pride in quality workmanship.
- Reliable, responsible, and able to work independently.
- Pleasant, respectful, and professional demeanor when interacting with staff and shelter residents.
- Able to provide professional references.
- Must successfully pass a background check.
- No formal trade license is required; practical experience and a "can-do" approach are valued.

Contact: info@steppingstonesshelter.org or call (301) 251-0567