Facilities Attendant, Part-Time

Dublin, New Hampshire | 20 hours per week over four days

Yankee Publishing is seeking a reliable, hands-on Facilities Attendant to help keep our Dublin workplace safe, organized, well maintained, and running smoothly. This part-time position is a good fit for someone who enjoys varied work, takes pride in solving practical problems, and can work independently while supporting employees across the organization.

What You'll Do

- Handle daily mailroom operations, including post-office pickup, sorting and delivery, outgoing mail and shipments, and receipt of packages, freight, and supplies.
- Complete routine maintenance and repair work, including furniture assembly, painting, and light bulb replacement.
- Help coordinate contractors, building projects, office relocations, and employee communications regarding potential disruptions.
- Maintain supplies, storage areas, garages, recycling, company vehicles, and power equipment.
- Perform seasonal grounds work and help keep walks and steps clear of snow and ice.

What We're Looking For

- Technical-college training or equivalent facilities work experience.
- Valid New Hampshire driver's license with a clean driving record.
- Knowledge of UPS and USPS procedures and familiarity with construction, fire-protection systems, and HVAC systems.
- Ability to multitask, prioritize work, travel between sites, and lift items up to 50 pounds.
- Reliability, strong attention to detail, sound work habits, and the ability to work independently.
- Snow-plowing experience and budget or project-planning experience are preferred.
- Ability to work indoors and outdoors in varying conditions. Occasional evening or weekend work and after-hours emergency response may be required.

Schedule and Benefits

This is a part-time, hourly, non-exempt position working 20 hours per week over four days in Dublin, New Hampshire. Benefits include paid holidays, paid vacation, and participation in Yankee Publishing's Employee Stock Ownership Plan (ESOP).

Why Work for Yankee Publishing?

Yankee Publishing is an independent media company behind trusted brands including The Old Farmer's Almanac, Yankee, New Hampshire Magazine, and New Hampshire Business Review. We are 100% employee-owned, giving eligible employees a meaningful stake in the company's success. We offer a collaborative and welcoming workplace where employees are recognized and valued for their contributions.

Apply with your resume through the Yankee Publishing employment website.