



JOB ANNOUNCEMENT

Hamilton-Madison House seeks a Custodian who will be responsible to maintain clean appearance on the 1st and 2nd floor of 50 Madison Street by performing all maintenance and cleaning tasks as assigned. This position includes daily sweeping and mopping of the lobby area, reception, offices and group areas. This includes disposal of trash from offices, restrooms, and common areas. This position reports to the Assistant Executive Director.

Minimum Qualifications:

- High School diploma or GED
- One year of relevant work experience
- Statewide Central Register Database Check required
- Must be able to lift up to 50lbs.
- Excellent interpersonal skills
- Ability to speak, read, and write in basic English
- Good organizational skills
- Must work well with a team environment dealing with diversified population
- Bilingual a plus

Essential Functions:

- Sweep and mop all common areas, lobby, reception areas and offices; wax and buff floors as needed
- Keep cleaning equipment in good working order
- Daily cleaning and sanitizing all restrooms as needed
- Take out recyclables and trash to the street for sanitation pick up as needed
- Set up and/or move equipment/furniture when necessary
- Keep all building entrances and exits clean and cleared of any obstructions and in compliance to the NYC Fire Safety stipulations
- Maintain inventory of maintenance supplies and notify supervisors of any orders as needed
- Serve as a backup custodian for other programs across the agency when needed
- Assist with facility setup for meetings, conferences, events, etc.
- Execute building inspections which include but not limited to ensuring building premise is safe, unlock/lock of all windows and/or doors and report unauthorized occupants
- Assist with front desk/security in monitoring and directing clients to appropriate programs/offices
- Assist with requesting for building repairs in connection with NYCHA
- Attend to emergencies when needed

Compensation: \$15 per hour

Hours: Monday to Friday, 35 hours per week

To Apply: Submit your cover letter and resume to:

Human Resources
Fax: 212-349-2793
Email: hrdept@hmhonline.org

Posting Date: April 19, 2019 Application Deadline: Until Filled

Hamilton-Madison House is an Equal Opportunity Employer