



## **Job Announcement**

Hamilton-Madison House is seeking a substitute Custodian to be on call as needed to maintain a clean appearance in classrooms, offices, common areas, etc. for the early childhood programs by performing all maintenance and cleaning tasks as assigned. The Custodian will follow health and safety procedures and perform safety inspections to ensure facility and grounds are hazard free. The Custodian will be required to deliver meals to other worksites. The position reports to the Assistant Administrative Director.

### **Minimum Qualifications:**

- High School Diploma or Equivalent
- One year of related work experience in a Child Care setting
- Food Handling Certificate desired
- Must be able to do heavy lifting of up to 50 lbs.
- Must be flexible with work hours
- Ability to speak, read and write basic English

### **Main Responsibilities:**

- Meal deliveries
- Cleaning of classrooms, office, bathroom, and common areas
- Maintain inventory of custodial supplies
- Keep restrooms sanitary, clean and stocked with supplies including soap and towels as appropriate
- Pick up and remove trash throughout the Center
- Set up or move equipment/furniture for program when necessary
- Perform routine inspections and regular upkeep of interior and exterior to ensure areas are free of safety hazards, trash, weeds and other foreign materials

**Hours:** As needed, Monday to Friday, 7 hours per day

**Compensation:** \$14 per hour

**To Apply:** Submit your cover letter and resume to:  
Human Resource Department  
Hamilton-Madison House  
Fax: 212-349-2793  
Email: [hrdept@hmonline.org](mailto:hrdept@hmonline.org)

**Application Deadline:** Until filled

**Posting Date:** May 23, 2018

**Hamilton-Madison House is an Equal Opportunity Employer**