



JOB ANNOUNCEMENT

Hamilton-Madison House City Hall Senior Center is seeking a full time Custodian to maintain a clean appearance on the Lower Level at 100 Gold Street by performing all maintenance and cleaning tasks. This position reports to the Assistant Director.

Minimum Qualifications:

- High School Diploma or a minimum of three years of relevant work experience
- One year of experience with custodial work such as general cleaning, minor repair work, waxing, stripping and buffing floors in commercial area
- Ability to do heavy lifting including trash removal and deliveries
- Must be flexible with work hours
- Ability to speak, read and write basic English
- Knowledge of DOHMH standards for sanitary maintenance a plus
- Bilingual preferred but not required (Chinese and English)

Responsibilities:

- Keep the Senior Center clean and sanitized by sweeping, mopping, vacuuming, dusting and wiping areas
- Maintain inventory of custodial supplies
- Keep restrooms and kitchen sanitary, clean and stocked with supplies including soap and towels as appropriate
- Pick up or remove trash throughout the Center
- Set up or move equipment/furniture for program or administrative purposes

Compensation: Commensurate with qualifications and experience
Hours: Monday to Friday, 9:00AM to 5:00PM 35 hours per week
To Apply: Submit cover letter and resume to:
Fax: 212-349-2793
Email: hrdept@hmhonline.org

Posting Date: June 10, 2021

Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer