



JOB ANNOUNCEMENT

Hamilton-Madison House seeks a part-time Custodian who will be responsible to maintain clean appearance on the 2nd and 3rd floor of 253 South Street by performing all maintenance and cleaning tasks as assigned. This position includes daily sweeping and mopping of the Behavioral Health clinics in the lobby area, reception, offices and group areas. Maintaining cleanliness in taking out office rooms garbage, bathrooms, and common areas to be disposed for sanitation pick up is required 3X a week. This position reports to the Assistant Executive Director of Behavioral Health.

Minimum Qualifications:

- High School diploma or GED
- One year of relevant work experience
- Excellent interpersonal skills
- Must be flexible in hours
- Ability to speak, read, and write in basic English
- Good organizational skills
- Must work well with a team environment dealing with diversified population

Essential Functions:

- Sweep and mop all common areas, lobby, reception areas and therapy offices in Behavioral Health and Social Adult Day programs
- Daily cleaning and sanitizing all restrooms as needed
- Take out recyclables and garbage weekly to the street for sanitation pick up as needed
- Set up and/or move equipment/furniture when necessary
- Keep all buildings entrances and exits clear of any obstructions and in compliance to the NYC Fire Safety stipulations
- Clean entrance of building when required
- 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

Compensation: Commensurate with qualifications and experience

Hours: Monday to Friday, 20 hours per week

To Apply: Submit your cover letter and resume to:
Human Resources
Fax: 212-349-2793
Email: hrdept@hmhonline.org

Posting Date: May 9, 2018 **Application Deadline:** Until filled

Hamilton-Madison House is an Equal Opportunity Employer