



## **JOB ANNOUNCEMENT**

Hamilton-Madison House 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. The position reports to the Assistant Director.

### **Minimum Qualifications:**

- One year 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

### **Essential Functions:**

- 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 and remove trash throughout the Center
- Set up or move equipment/furniture when necessary
- Run errands for the program when necessary
- Deliver interoffice documents to other sites when needed
- Other duties as assigned

Compensation: Commensurate with qualifications and experience

Hours: 35 hours per week, Monday to Friday

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

Posting Date: August 26, 2019

Application Deadline: Until Filled

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