



JOB ANNOUNCEMENT

Hamilton-Madison House is seeking a Custodian who will be responsible for maintaining 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. This position reports to the Assistant Executive Director of Early Learn Childhood Services.

Minimum Qualifications:

- High School Diploma
- One year related work experience in a Child Care setting preferred
- Food handling certificate desired
- Must be able to do heavy lifting of up to 50 lbs.
- Must be flexible with work hours
- Must be able to speak, read and write basic English in order to follow written work schedule and maintain health and safety check lists

Responsibilities:

- Daily meal deliveries to various program sites
- Daily cleaning of classrooms, office, bathroom and common areas
- Maintain inventory of custodial supplies
- Keep restrooms sanitized and stocked with supplies including hand 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

Compensation: Commensurate with qualifications and experience

Hours: 35 hours per week, Monday to Friday

To Apply: Submit cover letter and resume to:

Fax: 212-349-2793

Email: hrdept@hmhonline.org

Posting Date: February 10, 2021

Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer