



JOB ANNOUNCEMENT

Hamilton-Madison House is seeking a reliable person to perform food handling and custodial tasks for the early childhood programs. This position includes all maintenance and cleaning tasks as assigned and following health and safety procedures and inspections to ensure facility and environment is hazard free. The food handler will be required to pick up meals from caterer outside the building. This position reports to the Assistant Administrative Director.

Minimum Qualifications:

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

Responsibilities:

- Retrieve food from caterer, separate meals into smaller containers, reheat food and deliver to classrooms
- Wash utensils, maintain clean kitchen workspace
- Pick up kitchen and maintenance supplies from off-site weekly
- Daily cleaning of classrooms, office, bathroom, common areas
- Maintain inventory of kitchen and custodial supplies
- Keep restrooms sanitary, clean and stock with supplies including soap and paper towels
- 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: August 2, 2019

Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer