



JOB ANNOUNCEMENT

Hamilton-Madison House seeks a part time Custodian to maintain 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. The position reports to the Assistant Administrative Director.

Minimum Qualifications:

- High School Diploma
- One year related work experience
- 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 checklists

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

Hours: Monday to Friday, 20 hours per week

To Apply: Submit cover letter and resume to:

Fax: 212-349-2793

Email: hrdept@hmhonline.org

Posting Date: October 12, 2018

Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer