

Peacekeeper / Janitor
Part Time – 17 / 24 Hours Per week

Job Purpose:

Ensure a safe environment for all guests. Monitor dining room, halls, parking lot and bathrooms. for the MANNA Community Meals Program.

Areas of Responsibility:

1. Support and monitor participant use of dining area, stairwells, bathrooms, parking lot and elevator to enhance safety, security, respectful interactions and a peaceful environment;
2. Identify and work with the team to deal with potentially unsafe, distressing or conflictual situations.
3. Clean program facility daily
4. Empty trash containers, replace bags, bring trash to dumpster
5. Check restrooms daily, clean toilets and urinals, and refresh soap and paper supplies
6. Sanitize tables/chairs and stack chairs if not completed by volunteers
7. Assist Cook/Coordinator with unloading and storage of food and program supplies
8. Assist Cook/Coordinator with monthly/seasonal deep cleaning of kitchen and food preparation areas
9. Support volunteers (individual and group) involved in projects, meal prep and delivery
10. Maintain program participant confidentiality
11. Participate in assigned program & agency trainings, committees, holiday meals, & events
12. Special focus and use of time to the safety and security of parking lot/alley way, church's foyer, etc. when working evening meals and holidays.

General:

1. Maintain a thorough knowledge of agency policies, procedures
2. Provide for the safety of staff and property of the Agency
3. Attend and participate in agency and site/team meetings as required
4. Perform other tasks consistent with the job purpose

Qualifications:

Prior experience in moderating, de-escalating and mediation; interest in working with and serving poor, homeless and senior participants; willingness to train and work with volunteers; desire to work as an active team member; ability to lift/carry 50 pounds. Demonstrated ability to be calm under pressure, bring a positive, respectful approach and be attentive in a relaxed manner. Previous experience in peacekeeping or security a plus.

Work Schedule and Benefits

1. Hourly Part Time hours vary 17-24 hours per week. Holiday involvement is expected. Foodshare 1 x week as needed.
2. Paid time off in accordance with agency policy

Send letter of interest & resume to: Janet Bermudez, Program Manager – MANNA
Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.

Email jbermudez@handsonhartford.org

no phone calls please
Closing date 3/15/2019

AA/EOE