

Lead Custodian

Part - Time – 20 Hours Per week

Job Purpose:

Ensure that the facilities of Hands On Hartford are kept in clean, orderly and safe conditions.

Qualifications:

Minimum of two years related experience. Knowledge of standard methods, practices, tools and equipment used to clean buildings and furniture. Knowledge of occupational hazards and safety rules. Knowledge in the proper use of various cleaning, sanitizing and waxing compounds. Ability to follow instructions. Ability to lift and carry 50 pounds. Ability to operate and use janitorial tools, equipment, and supplies. The job duties require an employee to bend, reach, and stand for extended periods of time. Valid driver's license and ability to drive the agency vehicles according to agency policy.

Areas of Responsibility -1st Floor, 2nd Floor offices and common areas, grounds.

1. Sweep, vacuum, and mop floors and stairways.
2. Gather and empty trash.
3. Service and clean rest rooms.
4. Clean, dust, polish furniture and fixtures.
5. Clean, dust blinds, windowsills.
6. Clean windows, glass doors, mirrors.
7. Clean/shampoo carpets, polish floors on a scheduled basis.
8. Clean elevator.
9. Ensure usage of correct cleaning products and equipment for each task.
10. Minor repairs to the facility at the direction of the Director of Finance and Administration.
11. Replace light bulbs.
12. Mow and trim lawns, shrubbery, using mowers and hand and power trimmers, and clear debris from grounds.
13. Observe appearances and conditions of premises and equipment; report needed repairs, safety hazards, or conditions requiring outside vendor services to the Director of Finance and Administration.
14. Remove snow from sidewalks and patios and spread sand as needed– in between contracted snow removal.

Additional Job Duties

1. Assist in training and supporting other custodian(s).
2. Inventory supplies and equipment needed for cleaning and maintenance duties. Submit supply requisition to the Director of Finance and Administration for ordering.
3. Set up and Take down of tables and chairs in our community / conference rooms.
4. Drive agency vehicles to/from required repair / maintenance appointments.

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

Work Schedule and Benefits

1. Hourly Part Time 20 hours per week. Flexibility in the work schedule is expected. Must be available to work some evenings and some weekends and in other ways to meet the objectives of the job.
2. Compensation: commensurate with experience.
3. Paid time off in accordance with agency policy.

Send letter of interest & resume to: Pamela Fitzgerald, Director of Finance and Administration

Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.

Email pfitzgerald@handsonhartford.org no phone calls please

Closing date 5/30/2019

AA/EOE