

Position Description

Working Title: 4-H Acres Cleaner	
Classification:	Association Temp Program (Non-Exempt)
Start Date:	ASAP
End Date:	12/31/2024
Duration (months):	2.5
Hours per week:	6
Days per week / schedule:	Tues & Fri evenings
Work Location:	4-H Acres
Supervisor Name & Title:	Jed Jordan, Operations Coordinator
Benefits Eligibility:	Not Benefits Eligible
Employment Type:	Casual

Position Summary

The 4-H Acres Cleaner will be responsible for cleaning an educational facility located outside of Ithaca, NY, two evenings per week. This is a temporary position, with the possibility for being made permanent. The employee must be comfortable working evening hours in a facility with limited exterior lighting. Work will be supervised by the operations Coordinator, with an eye toward quality of the job performed. Additional hours may be required for special events. Must have reliable transportation. Pay: \$28/hr

Required Qualifications

- Experience in cleaning and janitorial services
- Ability to effectively communicate via email
- Ability to perform the physical demands of the position, as described above, and to lift up to 25 pounds.
- Ability to meet travel requirements associated with this position.
- Ability to meet acceptable background check standards.
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

Preferred Qualifications

- One or more year of professional experience in cleaning and janitorial services
- A positive attitude and good communication skills

Responsibilities

- Job duties include sweeping and mopping floors in a large building and separate bathhouse, thoroughly cleaning 4 bathrooms, emptying trash, dusting, cleaning cob webs, picking up trash or debris on the grounds following events, and occasionally polishing floors. This position will re-stock toilet paper, paper towels, and cleaning supplies purchased or gathered from locations off-site. The employee will also be required to schedule work so as not to interfere with existing program schedules and ensure that all buildings are locked upon leaving. The incumbent must have reliable transportation and effectively and in a timely manner communicate facilities related issues to the Operations Coordinator.
- Other duties as assigned

How to Apply

Please submit a resume and three references to Peter Angie by email.

Applications will be accepted until until a suitable candidate is found.

Contact

Peter Angie, pja23@cornell.edu

(607) 272-2292

Additional Info

Please be sure to read the Notice to Applicants found on the Jobs with CCE page:

<https://cals.cornell.edu/cornell-cooperative-extension/join-us/jobs>

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No relocation or VISA Sponsorship available.

The Association may make reasonable accommodations to enable applicants to participate in the hiring process and employees to perform the essential functions of their job. If you require an accommodation so you may participate in the selection process you are encouraged to contact CCE Tompkins HR at tompkins-hr@cornell.edu.

OPTIONAL:

SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Association Executive Director Signature

Date