

We are looking for two custodial staff people for approximately twenty hours a week.

Custodial Responsibilities:

- Sweeping, mopping, vacuuming, sanitizing, cleaning mirrors and windows, restocking disposables (soaps, toilet paper, hand sanitizer) in the entire facility
- Cleaning and sanitizing the facility related to COVID and other issues.
- Ensuring spaces are prepared for the next day by taking out trash, tidying up and dusting surfaces
- Running a carpet extractor and a micro scrubber
- Cleaning fixtures
- Disposing of trash and emptying trash receptacles
- Maintaining inventory of cleaning agents and equipment
- Ensuring equipment and lights are switched off and premises are locked after hours
- Maintain outer premises by cleaning entrances
- Helping with other custodial duties as needed

Custodial Requirements:

- Ability to understand and follow verbal and written instructions
- Very good physical condition and strength with an ability to lift and carry up to 50 pounds
- Comfortable squatting, twisting, bending, and kneeling while using tools and performing custodial tasks
- Possess working knowledge of methods, techniques, and materials used in custodial work
- Ability to climb ladders and work from heights
- Familiarity with operating, caring for, and storing custodial equipment and supplies
- Ability to work unassisted
- Attention to detail and conscientiousness

We also have a maintenance/facility position that offers 10-20 hours a week depending on tasks needed.

Maintenance Duties and Responsibilities

- ❑ Maintaining grounds, including garden and yard upkeep, trimming, edging, mowing lawn, collecting trash, etc.
- ❑ Performing minor fixes, such as repairing broken locks, damage to walls, etc.
- ❑ Installing necessary appliances and equipment as needed
- ❑ Checking control panels and electrical wiring to identify issues
- ❑ Performing necessary cleaning activities, such as dusting, mopping, trash removal, etc.
- ❑ Completing regular maintenance tasks, such as replacing light bulbs
- ❑ Inspecting and troubleshooting various equipment and systems
- ❑ Collaborating with a team of workers and other professionals during renovations and facility expansions
- ❑ Reporting to Facilities Supervisor regarding issues resolved, those needing attention, and those currently in progress
- ❑ Helping with snow removal
- ❑ Helping with other custodial/maintenance duties as needed

Maintenance Worker Requirements and Qualifications

- ❑ Proven experience as a maintenance worker or other similar position, preferably in a corporate setting
- ❑ Basic working knowledge of HVAC, plumbing, and electrical systems
- ❑ Experience working with tools, including hand and electrical tools
- ❑ Ability to read and utilize technical manuals and written instructions
- ❑ Excellent communication and interpersonal skills
- ❑ General passion for creative problem-solving
- ❑ Comfortable squatting, twisting, bending, and kneeling with using tools and performing maintenance tasks