

CUSTODIAL POSITION (Part-Time)

Part-Time position available: We are currently seeking an energetic and highly motivated individual to join our team as Custodian. The ideal candidate for this position is detail-oriented, flexible and willing to take on non-routine cleaning and special task as the need arises. Employee must have transportation and be able to pick up extra hours when required.

The custodial person will be responsible for cleaning and sanitizing, classrooms, restrooms, kitchen and dining room and all other common areas.

Schedule: 5 days a week. Monday-Friday

Shift: Evenings. 5 hour shifts. (Some extra hours are to be expected)

Hours: 25

DUTIES:

- Work independently, ability to learn and follow instructions with little or no supervision.
- Window cleaning.
- Dusting, vacuuming, sweeping mopping and window cleaning.
- Monitoring and servicing (Cleaning) restrooms, including mirrors.
- Refill all paper and soap dispensers.
- Cleaning and upkeep of all Classrooms, Offices, Kitchen, Recycle Bins, Indoor and Outdoor Trash Bins, Entrances (Indoor & Outdoor), Common areas and surroundings of the dumpster area.
- Haul all trash and waste to dumpster.
- Use industrial cleaning supplies and equipment.
- Restock and maintain cleaning supply and janitorial closets
- Responsible for requesting equipment and supplies as needed.
- Maintain equipment in safe, clean and orderly manner.
- Adhere to safety procedures.
- Report any unsafe or hazardous conditions immediately to supervisor.
- Perform other duties as assigned.
- Flexibility to pick up extra hours to serve as backup or fill-in for the Day Porter staff person on his/her day off or out sick.

QUALIFICATIONS:

- Must have Janitorial experience.
- Must be able to report to work on time.
- Must have transportation to work.
- Must be able to bend, stoop, kneel, squat, twist, reach, pull and lift heavy objects of 30 or more pounds, climb small ladders and walk up stairwells.
- Must be able to pass a criminal background check.
- Must be authorized to work in the United States.
- Must speak some English.
- Knowledge of stripping & waxing tile flooring is preferred but not required.

We offer:

- Paid Sick Time
- Paid Vacation
- Flexibility in scheduling when necessary.

Apply: Send your resume with at least three job references and their contacts to;
jobs@oakhillumc.org