

JOB POSTING

JOB TITLE: Janitor
DIVISION/OFFICE: Early Childhood Development Division
EMPLOYMENT TYPE: Full-time
REPORTS TO: Center Director/Facilities Manager

LOCATION: 75 Park Ave. Newark, NJ 07104
FLSA STATUS: Non - Exempt
SOC CODE: 37-2011
COMPENSATION: Competitive Salary

BENEFITS: La Casa offers a generous benefits package, including paid holidays, Paid Time off (PTO) if eligible, Paid Sick Leave (PSL), 401k with employer match upon eligibility, and health, dental and life insurance benefits if you meet the eligibility requirements.

POSITION SUMMARY:

- This position is responsible for a wide range of repairs and maintenance of assigned facilities to ensure a safe and clean environment for children, families and staff.

RESPONSIBILITY AND DUTIES:

- Responsible for a range of minor repairs and maintenance of the interior and exterior buildings and surrounding areas.
- Perform minor repairs to walls (patching and painting etc.), electrical fixtures, floors, plumbing, toilets and furniture.
- Strip, wax and buff tile floors.
- Assess appliances for effective working condition, make recommendation for internal/external repairs or replacement.
- Move heavy furniture, equipment and supplies, either manually or by using hand held trucks.
- Change lights bulbs, emergency exit lights on a frequent basis and change filters to air conditioner and HVAC units as needed.
- Notify needs for major repairs and request repairs services. Be responsible for the task until the services requested is provided
- Sweep, mop, wash and vacuum floors of the classrooms, hallways, stairs, offices and conferences rooms. Steam-clean or shampoo carpets.
- Clean and sanitize the toilets and basins in the children and staff bathrooms. Supplies must be replenished as needed.
- Maintain outside playground clear of debris to be ready for children use by 9:00 am. Wash windows, walls, and playground equipment as needed.
- Assist with the maintenance of landscape, grass cutting, shrub trimming, snow removal, spreading of snow melting chemicals and perform seasonal tasks.
- Report to Facilities Manager and Center Director damages, incidents, and facility issues that may lead to unsafe or hazardous conditions.
- Submit in a timely manner a requisition for work materials and supplies.
- Ability to open and close the facility as needed and set-up and arrange the conference room for internal and external agency meetings as needed.
- Attends La Casa's community activities and events like parades, festivals, community walks, health fairs, conferences.

EDUCATION, EXPERIENCE AND PHYSICAL DEMANDS

- A high school diploma or equivalent (HSE), proof of trade knowledge, OSHA trained with two years of relevant experience (Knowledge of Head Start Standards preferred).
- Bi-lingual (*English/Spanish/French/Creole/Portuguese*)
- Good interpersonal, written and verbal communication skills
- Must be detailed oriented and able to multitask
- Ability to take initiative, work independently and work in a team environment
- Must be able to work in a fast-paced environment
- Ability to carry oneself professionally
- Be knowledgeable of basic safety and sanitation practices and procedures
- Ability to make fast, simple, repeated movements of the fingers, hands, and wrists. Ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time.
- Ability to use hands and arms in handling, installing, positioning, and moving materials, and manipulating things. Ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- Perform physical activities that require considerable use of your arms and legs and moving your whole body such as climbing, lifting, balancing, walking, stooping and handling of materials.
- Ability to exert maximum muscle force to lift, push, pull or carry objects. Effectively handle lifting of various objects weighing up to 50lbs
- Perform routine maintenance on equipment and determining when and what kind of maintenance is needed
- Must be able to work in varying weather conditions
- Valid New Jersey Driver's License a must

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

SCHEDULE:

- Monday – Friday, 9:00am -5:30 pm (Schedule may vary according to meet Early Childhood Development needs)

TO APPLY:

- Please email your resume with cover letter to: ecdrecruiting@lacasanwk.org Only candidates being considered for an interview will be contacted.
- **Deadline:** February 28, 2017

La Casa de Don Pedro is an Equal Opportunity/Affirmative Action Employer and committed to diversity in the work place. All applicants will receive consideration for employment without regard to age, race, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

To learn more about our organization, please visit our website: www.lacasanwk.org