

## JOB POSTING

**POSITION:** Janitor

**DIVISION:** Youth, Family and Health Services

**EMPLOYMENT TYPE:** Part-time

**REPORTS TO:** Division Director

**LOCATION:** 76 Clinton Avenue, Newark, NJ

**FLSA:** Non-Exempt

**SOC CODE:** 37-2011

**COMPENSATION:** *Commensurate with Experience and Education*

**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:

- Under the general direction of the Program Assistant, the Janitor is responsible for maintaining the building in a clean and orderly condition

### RESPONSIBILITIES AND DUTIES:

- Empty wastebaskets and transport all trash and waste to disposal areas. Sort recyclables and bulk pick-up.
- Service, clean, sanitize and supply restrooms as needed
- Dust furniture, walls, machines and equipment
- Sweep, mop, wash, scrub, buff, wax, vacuum and/or polish floors, using brooms, mops, and/or powered scrubbing, waxing machines and industrial vacuum cleaners. Steam-clean or shampoo carpets.
- Inform supervisor and requisition supplies and equipment needed for cleaning and maintenance duties.
- Maintain outside walk areas including sweeping debris and washing walkways.
- Maintain landscape by raking leaves, watering, cutting, trimming shrubs and grass. Mow and trim lawns and shrubbery, using mowers and hand and power trimmers and clear debris from grounds.
- Wash windows, walls, ceilings, and woodwork, waxing and polishing as necessary. Wash and replace blinds when necessary.
- Move cabinets, boxes, furniture, crates and equipment to clean areas, either manually or by using hand held trucks.
- Secure all doors, windows and gates on a daily basis
- Assists with the opening, separation, distribution and storing of all incoming packages and office supplies deliveries
- Change/replace light bulbs and emergency exit lights on a frequent basis
- Perform routine maintenance on equipment and determining when and what kind of maintenance is needed
- Perform minor repairs such as installing shelves, plastering, nailing, painting, etc.
- Report damages, incidents, and facility issues that may lead to unsafe hazards
- Remove debris from garages and parking lot areas.
- Participates in trainings and meetings as assigned by Program Assistant/Division Director
- Administers and observes the organization's office operations, policies and procedures
- Volunteerism is encouraged at La Casa's sponsored events.
- Other duties may be assigned to meet business needs.
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### EDUCATION AND/OR EXPERIENCE:

- Possession of a high school diploma or equivalent (GED) with two years of relevant experience preferred
- Ability to work independently as well as part of a team
- 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 50 lbs.
- Good working knowledge of safety practices
- Ability to communicate effectively both in written and verbal instruction form

### REQUIREMENTS AND PHYSICAL DEMANDS:

- Must have a valid New Jersey Driver's License.
- Required to walk and stand for long periods of time \*
- Required to lift up to 50 pounds \*
- Must be able to perform manual labor and operate various types of tools and equipment safely and efficiently
- Must be able to work in varying weather conditions
- Valid New Jersey Driver's License

\* *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 and Thursday from 12:00 pm to 5:00 pm and Tuesday, Wednesday and Friday from 9:00am to 2:00pm
- Some Saturday and Sundays will be required. Employees will be provided with advanced notice.

### TO APPLY:

- Please email your resume with cover letter to [yfhsrecruiting@lacasank.org](mailto:yfhsrecruiting@lacasank.org). Only candidates being considered for an interview will be contacted.

***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.lacasank.org](http://www.lacasank.org)