

JOB POSTING

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

LOCATION: 75 Park Ave. Newark, NJ 07104
FLSA STATUS: Non - Exempt
SOC CODE: 37-2011
COMPENSATION: \$13.00 per hour

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 the maintenance and upkeep of a designated facility to ensure a safe and clean environment for children, families and staff and experienced with power tools.

RESPONSIBILITY AND DUTIES:

- Responsible for cleaning the building and maintenance of the interior and exterior surrounding building areas.
- Empty wastebaskets and transport trash and waste to disposal areas.
- 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.
- Maintain landscape by raking leaves, watering plants, cutting grass, trimming shrubs, remove snow, spread snow melting chemicals and perform seasonal tasks.
- Move cabinets, boxes, furniture, crates and equipment to clean areas.
- Report to Center Director damages, incidents, and facility issues that may lead to unsafe or hazardous conditions.
- Monitoring building security and safety by locking doors, checking electrical appliances after use, secure all doors, windows and gates on a daily basis.
- Move heavy furniture, equipment and supplies, either manually or by using hand held trucks.
- Assist with the opening, separation, distribution and storing of all incoming packages of food, furniture, classroom materials and office supplies deliveries.
- Change lights bulbs, emergency exit lights on a frequent basis and change filters to air conditioner and HVAC units as needed.
- Strip, wax and buff tile floors.
- Perform minor repairs such as installing shelves, plastering, sheetrock, nailing, painting.
- Notify needs for major repairs and request repairs services. Be responsible for the task until the services requested is provided.
- Submit in a timely manner the cleaning and consumables supplies requisition.
- Ability to open and close the facility as needed and set-up and arrange the conference room for internal and external agency meetings.
- Volunteerism is encouraged during La Casa's sponsored events
- Responsible for community building and outreach efforts with the goal of increasing awareness in the community of La Casa's program and increase participant numbers.
- Other duties may be assigned to meet business needs.

EDUCATION, EXPERIENCE AND PHYSICAL DEMANDS

- A high school diploma or equivalent (HSE), OSHA trained with two years of relevant experience and 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 the 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 is 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, 9:30am -5:30 pm** (Schedule may vary according to meet Early Childhood Development needs)

TO APPLY:

- Please email your resume with cover letter to: ecdrecruiting@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

