



## POSITION ANNOUNCEMENT

### Janitor

#### About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood Development (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Heating and Energy Assistance Program [LIHEAP], Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit [www.lacasanwk.org](http://www.lacasanwk.org) and be sure to follow @lacasanwk on all social media platforms.

#### Who we Seek

La Casa de Don Pedro seeks full-time and part-time Janitors who will support the Lead Custodian in assisting with the day-to-day administration and operations of the assigned department. To be successful in this role, the Janitor should be responsible, knowledgeable in maintenance, upkeep, and minor repairs. The Janitor will serve as an integral member of the assigned department and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

#### Duties and Responsibilities:

- Performs cleaning, housekeeping, and light maintenance tasks and services throughout assigned property daily.
- Vacuums rugs, wax, buff, sweep and mops floors. Also responsible for cleaning ledges.
- Wash and disinfect toilets and sinks.
- Wipe and clean mirrors and windows.
- Replenishes bathroom with hand soap, hand sanitizer, air freshener, toilet paper, hand disposable towels.
- Assists with the cleaning and sanitizing of shared facilities and common spaces.
- Cleans and disinfects kitchen appliances.
- Dust, wipes, and polishes furniture.
- Picks up trash and empties trash containers indoors and outdoors.
- Performs light repairs and maintenance such as replacing light fixtures or unclogging pipes.
- Ensures heating and cooling systems are operational.
- Performs limited ground maintenance such as mowing and trimming lawns and hedges and cleaning snow from sidewalks.
- Examines property for safety hazards; reports problems to Lead Custodian or other appropriate staff.
- Ensures that cleaning and maintenance supplies are stocked.

- Modifies scope of cleaning and maintenance based on specified needs of the property.
- Performs other related duties as required.

**Educational & Experience Requirements:**

- Minimum High School diploma or equivalent.
- Thorough understanding of safety hazards and proper use of various cleaning and sanitizing solutions.
- Detail-oriented and thorough.
- Ability to perform basic repairs and operate tools or equipment used in routine maintenance.
- Ability to keep the property clean and orderly.
- Good interpersonal skills with polite and courteous demeanor toward staff, customers, clients, and visitors to the property.

**Physical Requirements:**

- Prolonged periods of standing.
- Must be able to lift, bend, stoop, climb, reach, and lift up to 50 pounds at a time.

*\*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.*

**Compensation, Schedule, and Other Information:**

- **Employment type:** Full-Time and Part-Time
- **FLSA status:** Non-Exempt
- **SOC code:** 37-2011
- **Reports to:** Lead Custodian
- **Schedule:** Monday – Friday (Full-time: 8:00 am – 4:00 pm) or (Part-Time: 12:30 pm – 4:30 pm)
- **Compensation:** \$16.00 per hour
- **Fringe Benefits:** Health, employee assistance program, vision, dental, life insurance, paid time off, paid sick leave, and 401k retirement plan offered (*Full-Time*); Paid sick leave, holiday pay, and 401k Retirement Plan offered upon eligibility with 2% employer match (*Part-Time*).

**COVID-19 Vaccination Requirements**

- La Casa de Don Pedro requires vaccination against COVID-19 for all employees. Reasonable Accommodation based on qualifying disability, medical necessity or sincerely held religious belief in accordance with applicable law will be considered upon request.

**To Apply**

- Please send a resume along with a thoughtful cover letter via e-mail to [careers@lacasanwk.org](mailto:careers@lacasanwk.org) with “**Janitor**” in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

*La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.*