



**Facility Janitor Position
(closing Friday, June 2, 2017)**

Salary: \$13-15/hourly (depending on experience) for full-time 30 hours/week. The shift will be Sunday to Tuesday 2pm to 12am to start. **Start date is TBA.**

Reports to: Building Manager

Description: West Hillhurst Community Association (WHCA) is hiring a full-time Facility Janitor. This position is responsible for maintaining a clean, safe facility. We have a fulltime daycare and preschool that require special and dedicated attention.

Tasks:

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Daily cleaning of the senior citizens, daycare, and preschool rooms.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Remove snow from sidewalks, driveways, and parking areas, using snow blower, snow shovels, and spread snow melting chemicals.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Carry a walkie talkie during shift.
- Maintain exception standard for cleanliness in the facility
- Perform safety and security checks of facility throughout shifts
- Change lightbulbs.
- Other duties as assigned.

Qualifications:

- Cleaning in school system or daycare would be preferred
- Must be able to carry up to 50 pounds frequently
- Must be able to work on slippery surfaces
- Must be able to work in all climates, including extreme cold and hot weather
- Must have a reliable vehicle
- Effective communication and time management skills
- Demonstrates initiative
- First Aid & CPR certification is desired

To apply, please email Carla Fiorentino at admin@westhillhurst.com