



Job Opening

Janitorial / Maintenance Worker – Weekends

This is a part-time Janitorial/Maintenance position. Shifts available are Saturdays and Sundays, opening shift (6:45am – 2:15pm) and closing shift (3pm – 11:30pm).

The Community House is a 501 (C)(3) nonprofit that serves as a gathering place for a wide variety of activities including fitness activities, weddings and other celebrations, youth programs, performances in our theater, and much more.

Responsibilities

- Ensures rooms are set up with tables, chairs, A/V equipment, and other equipment as needed for planned activities.
- Assists customers and program participants with facility-related needs and required.
- Completes routine cleaning throughout the facility, including sweeping, mopping, vacuuming, garbage pick-up, cleaning of tables and chairs, shampooing carpets, and making sure the washrooms are clean and stocked.
- Utilizes and maintains facility equipment including vacuums, carpet extractors, floor scrubbers, and mop buckets.
- Completes minor maintenance tasks including changing light bulbs, flipping breakers back on, repair of tables and chairs, and anything else within the building that needs attention.
- Maintains the grounds, including keeping the sidewalks free of snow in the winter, as a supplement to contracted landscaping services.
- Completes minor repairs, facility improvements, and cleaning projects as needed.
- Ensures the building is fully open and ready to receive customers (opening shift) or secure and locked at closing (closing shift).

QUALIFICATIONS

- High school diploma or equivalent along with 2 + years of Janitorial and set up experience
- Ability to follow directions on work orders from all departments (with guidance from the Maintenance Manager)
- Ability to troubleshoot issues with cleaning equipment and minor building issues
- Ability to lift 50 + pounds, ascend and descend stairs and ladders, move throughout the building and grounds, and stand for prolong periods of time.
- Additional shifts may be available to ensure coverage throughout the week.

This position is part-time and pays \$18/hour. Submit a cover letter and resume, or a completed employment application, to Michael Demiglio at michaeld@mywch.org for consideration.