

Job Posting

September 12, 2019

POSITION

Custodian – Sumner House Senior Club

EMPLOYMENT TYPE

Part time- 20 Hours Weekly

SALARY

\$15.00/hourly

REPORTS TO

Program Director Sumner House Senior Club

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the supervision of the director, is to be responsible for the cleanliness and maintenance of offices, storerooms, lobbies, toilets, hallways, kitchen, and kitchen equipment, dining rooms and garbage disposal areas and is responsible for the receiving and assisting with service of congregate lunch food.

COMPETENCIES

- Sweep, mop, wax and vacuum all floors and stairways. Move and replace the furniture as necessary
- Responsible to clean entry way and back exit of rubbish and snow each day
- Wash, wet sponge and dust walls
- Scrub handrails, baseboards, room corners and stair landings
- Empty wastebaskets and garbage cans
- Remove and clean blinds or shades if applicable
- Clean and polish furniture and metal work
- Clean mirrors and glass in bookcases and doors
- Dust and replace light bulbs, fuses and light fixtures
- Replace toilet paper, towel and other supplies
- May be required to monitor front door and sign in desk as needed
- Perform other duties as required by the supervisor of the site

QUALIFICATIONS

Able to lift heavy objects. Experience preferred, but not necessary.

APPLICATION DEADLINE

Ongoing

SUBMIT RESUME TO

Kenneth Lauritzen
Director of Senior Services
klauritzen@riseboro.org

copy to

Sandra Christian
Vice President Seniors
schristian@riseboro.org