



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 (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, 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.lacasadedonpedro.org and be sure to follow @lacasanwk on all social media platforms.

Who we Seek

La Casa de Don Pedro seeks a full-time Janitor who will support the Senior Director of Buildings & Auxiliary Services and the Maintenance Supervisor in assisting with the day-to-day administration and operations of the Property Management Unit and assigned pillar. 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 team 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 Senior Director of Buildings & Auxiliary Services, the Maintenance Supervisor, and/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, Required Skills & 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
- **FLSA status:** Non-Exempt
- **SOC code:** 37-2011
- **Reports to:** Senior Director of Buildings & Auxiliary Services and/or the Maintenance Supervisor
- **Schedule:** Monday – Friday; 8:00am – 4:00pm
- **Compensation:** \$17.50 per hour
- **Fringe Benefits:** Health, employee assistance program, Teladoc, vision, dental, paid time off, paid sick leave, life insurance and 401k retirement plan offered.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasadedonpedro.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 a person's race, color, religion, sex (including pregnancy, childbirth, or related conditions, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information. We encourage candidates from historically underrepresented backgrounds to apply.