

**Part Time Custodian for  
Hands On Hartford Center for Community  
Located at 55 Bartholomew Avenue**

**Job Purpose:**

Ensure that the facilities of Hands On Hartford are kept in clean, orderly and safe conditions.

**Areas of Responsibility -1<sup>st</sup> Floor, 2<sup>nd</sup> Floor offices and common areas, grounds.**

1. Sweep, vacuum, and mop floors and stairways.
2. Gather and empty trash.
3. Service and clean rest rooms.
4. Clean, dust blinds, windowsills; polish furniture and fixtures.
5. Clean windows, glass doors, mirrors.
6. Clean/shampoo carpets, polish floors on a scheduled basis.
7. Clean elevator.
8. Ensure usage of correct cleaning products and equipment for each task.
9. Minor repairs to the facility at the direction of the Director of Finance and Administration.
10. Replace light bulbs.
11. Mow and trim lawns, shrubbery, using mowers and hand and power trimmers, and clear debris from grounds.
12. Observe appearances and conditions of premises and equipment; report needed repairs, safety hazards, or conditions requiring outside vendor services to the Director of Finance and Administration.
13. Remove snow from sidewalks and patios and spread sand as needed– in between contracted snow removal.

**General:**

1. Maintain a thorough knowledge of agency policies, procedures
2. Provide for the safety of staff and property of the Agency
3. Attend and participate in agency and site/team meetings as required
4. Perform other tasks consistent with the job purpose

**Qualifications:**

Knowledge of standard methods, practices, tools and equipment used to clean buildings and furniture. Knowledge of occupational hazards and safety rules. Knowledge in the proper use of various cleaning, sanitizing and waxing compounds. Ability to follow instructions. Ability to lift and carry 50 pounds. Ability to operate and use janitorial tools, equipment, and supplies. The job duties require an employee to bend, reach, and stand for extended periods of time.

**Work Schedule and Benefits**

1. Hourly Part Time 11-15 hours per week. Flexibility in the work schedule is expected. Must be available to work some evenings and some weekends and in other ways to meet the objectives of the job.
2. Paid time off in accordance with agency policy.

Please complete and submit an employment application by July 6, 2018 to:

Pamela Fitzgerald, Director of Finance & Administration  
Hands On Hartford  
55 Bartholomew Avenue  
Hartford, CT 06106