

Westchester Reform Temple
Full-time Custodian for Building and Grounds

Overview: WRT is an active religious organization with programs, classes and Services running 7 days a week. The Campus consists of two buildings and extensive grounds. WRT is looking for a hard working custodian with strong English language skills, who has the ability to provide basic but thorough cleaning, and program set-ups.

Primary Duties Required for this Position:

- Report to the Housekeeping Manager and Facilities Director
- Follow all safety and security protocols, and report any safety or security problems immediately
- Clean and sanitize all assigned spaces, including restrooms/bathrooms, classrooms, offices, hallways and others, using established practices and procedures
- Clean, dust, and wipe furniture and walls; sweep, mop, or vacuum floors; empty and clean wastebaskets, trash containers and recycling containers; refill classroom supplies and restroom/ hallway dispensers
- Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
- Lock assigned windows and doors, close lights and other equipment as directed, check for any broken items or lightbulbs and report them as directed
- Follow instructions regarding the safe use of chemicals and supplies; use as directed
- Perform cleaning and related activities such as removing snow, ice, tree branches and other debris from sidewalks and stairs in assigned areas
- Attend safety meetings and other related meetings
- Perform related duties as required

Essential Qualifications:

- Fluency in English as the main language of communications and directions.
- Basic knowledge of cleaning techniques in an institutional setting.
- Willingness to learn new procedures for effective cleaning of the facility.
- Ability to lift and move tables, chairs and packages up to 50 lbs.
- Ability to work weekends as part of normal weekly schedule.
- Excellent attendance and communication with supervisor.
- Attention to Customer Service as a means of delivering facility services.
- A positive work ethic and positive attitude is required.
- A successful candidate will be a Team player, who easily joins an existing team and leadership.

Westchester Reform Temple is an equal opportunity employer, and does not discriminate on the basis of age, race, religion, gender or any other classification. We seek employees with a positive attitude and pride in their work. Compensation will begin at \$14 per hour.

Interested candidates should e-mail their resume to tim.wagner@wrtemple.org with a cover letter.