



LUSSIER COMMUNITY EDUCATION CENTER

building community. creating opportunity. enriching education.

CUSTODIAN (Weekend and Substitute Evening)

Summary

The Weekend and Substitute Custodian keeps the building clean, attractive and welcoming for our community and assists Center visitors, facility users, and participants as needed. This position works closely with the Custodian and is supervised by the Assistant Director.

HOURS: 10-12 hours/week, Saturday 10am- 4pm and Sunday 9am-1pm; weekday substitute evening shifts occur

COMPENSATION: \$13.63 per hour

Key responsibilities

- Perform regular interior and exterior cleaning including weekly, monthly, quarterly and annual cleaning needs
- Perform exterior upkeep such as trash pick-up, lawn mowing, garden maintenance, and snow removal
- Identify building/cleaning supplies and repair needs; relay to Custodian and Assistant Director
- Perform regular maintenance including daily, weekly, monthly, quarterly and annual maintenance tasks and respond to unexpected maintenance needs
- Provide support to groups using rooms at the LCEC: set up, greet facility users, answer questions, and assist with needs as appropriate (more tables or chairs, etc.)
- Ensure building is clear and secure at closing
- Courteously greet visitors and participants, provide general information, and answer questions and direct individuals to appropriate person, space or program
- Participate as appropriate in neighborhood events, staff meetings and other projects

Desired knowledge and skills

- Significant experience doing custodial work and light maintenance
- Eye for detail; punctual and dependable
- Strong work ethic and ability to work independently on assigned tasks as well as to accept direction on given assignments
- Good interpersonal skills and an ability to work positively with socio-economically, ethnically and culturally diverse populations

To apply

All candidates for open positions must complete and submit the LCEC's job application. Download the required application in Word at www.LCECmadison.org (under *About/Job Opportunities*) or pick one up at 55 S Gammon Rd, Madison. Resumes and cover letters are accepted **with** an application, but not in place of one. Return application materials to LCEC in-person or by mail at 55 S Gammon Rd, Madison WI 53717, or email to susan@LCECmadison.org.

Materials received by Wednesday, July 18, 2018, will receive first consideration for this position. Applications will be accepted until the position is filled.

LCEC is an AA/EOE Employer.