



LUSSIER COMMUNITY EDUCATION CENTER

building community. creating opportunity. enriching education.

CUSTODIAN (Weekend and Evening)

Summary

The Weekend and Evening 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 Operations Manager.

HOURS: 16 hours/week, Saturday-Sunday or Sunday-Monday

COMPENSATION: \$14.04 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 Operations Manager
- 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

Download the application at www.LCECmadison.org or pick up at the Lussier Community Education Center, 55 S Gammon Rd, Madison, WI 53717. Cover letter and resume sent without an application may prompt consideration, but a completed application will be required. Send to jobs@LCECmadison.org or by mail. Applications accepted until position is filled. LCEC is an EOE/AA employer.

proud to celebrate 10 years in this building and 40 years of people caring for one another

55 S Gammon Rd, Madison WI 53717 | tel: 608.833.4979 | fax: 608.833.6919 | LCECmadison.org