



LUSSIER COMMUNITY EDUCATION CENTER

building community. creating opportunities. enriching education

CUSTODIAN

The Lussier Community Education Center (LCEC) is a grassroots community center with a history of strong programs, broad partnerships, and grassroots community organizing. Located on the grounds of Jefferson Middle School and Memorial High School, the LCEC has a mission of *building community, creating opportunities, enriching education*.

The Custodian keeps the building clean, attractive, and welcoming for our community. They assist Center visitors, facility users, volunteers, and program participants with daily operations. This position is supervised by the Director of Operations.

HOURS: 40 hours/week, Monday-Friday 2:30-9pm, Saturday 10am-5:30pm

COMPENSATION: \$18.00/hr plus health benefits, paid time off, 403b, and life/disability insurance

RESPONSIBILITIES

- Perform daily interior and exterior cleaning and maintenance including periodic tasks
- Perform grounds upkeep such as trash pick-up, lawn mowing, garden maintenance, tree trimming, window washing, and snow removal
- Identify building/cleaning supplies, maintenance, and repair needs; relay to Director of Operations
- Provide support to groups using rooms at the LCEC: set up rooms, 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 & SKILLS

- Significant experience doing custodial work and light maintenance
- Ability to lift 40lbs
- Eye for detail & organized
- 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

Download an application or complete the online application at LCECmadison.org/about/job-opportunities/ or pick it up at the Lussier Community Education Center, 55 S Gammon Rd, Madison. Cover letter and resume sent without an application may prompt consideration, but a completed application will be required before hire. Submit completed application via email to jobs@LCECmadison.org or by mail. Applications will be accepted until this position is filled. LCEC is an EOE/AA employer.

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