

Building and Grounds Assistant

10-15 hours per week

Position Description

Primary Responsibilities:

- Performs all routine custodial work: cleaning of bathrooms, hallways, classrooms, and kitchen
- Routinely manages trash, recycling, and compost.
- Performs regular inspection of building and grounds for cleanliness or systems out of order. Resolves these issues independently or reports issues to Building and Grounds Keeper or Office Staff.
- Sets up rooms for special events or classes
- Ability to learn repetitive duties quickly, prioritize them, and carry them through independently and responsibly.
- Ability to complete check list and maintain simple records.
- Occasional heavy lifting of up to 50 lbs. is required.
- Assists with basic landscaping and snow removal duties as needed
- Other duties as assigned.

Requirements

- Age 16 or older
- Must possess strong communication skills (verbal and written)
- Self-starters only. Must work well independently.
- Must complete CPR and First Aid certification provided by The Community House
- Reports to Building and Grounds Manager

Forward resume or request application by contacting:

Bethany Johnson
Executive Assistant
978-468-4818 x10
bethany@communityhouse.org

I accept the terms and duties of this position as outlined above:

Signature

Date