



Title: Janitor

Department: Finance and Administration

Reporting Relationship: Reports to the Facilities Manager

Pay Status: Hourly, Part-Time, Non-Exempt

General Description

Reporting directly to the Facilities Manager, the Janitor will be responsible for the upkeep and cleanliness of the building. This includes cleaning and sanitizing offices, small and large studio spaces, the preschool, bathrooms and other designated areas. On occasion, the Janitor will be required to perform minor repairs such as replacing light bulbs, and unclogging toilets, and complete other tasks such as replacing fixtures and moving furniture.

Responsibilities

- Clean and supply designated building areas
- Handle emergency cleaning and upkeep requests
- Manage routine upkeep of exterior areas
- Notify Facilities Manager of occurring deficiencies or needs for repairs
- Make adjustments or minor repairs
- Notify Facilities Manager when supplies are low
- Replace light bulbs
- Assist in setting up and taking down chairs for recitals
- Cooperate with the rest of the staff and faculty
- Follow all health and safety regulations

Requirements

- 2+ years of proven janitorial experience
- High School Degree/ GED required
- Knowledge of cleaning chemicals and supplies
- Willingness to work early morning or late night shifts
- Ability to work well under minimal supervision
- Integrity and ability to work independently
- Physically capable of lifting and moving objects up to 50 lbs, as needed

The above job description is not intended to be an all-inclusive list of duties and responsibilities for the position. Incumbents will be required to perform any other related duties, as assigned by the NMS management team.

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