



HCCA

1815 Ward Avenue, La Crosse, WI 54601 | Phone: (608) 781-5744 | Fax: (608) 781-5011

HCCA is looking for a Custodian Staff

This position is responsible for daily cleaning services which includes the following: dusting, mopping, trash removal, wiping surfaces to maintain all rooms and office area are in a neat, clean, safe, and sanitary environment by disinfecting.

Job Description:

1. This position performs all assigned duties to ensure the health and safety of visitors and employees by providing a clean, safe, orderly, comfortable, and attractive environment with minimal interference to others.
2. This is a part-time job with a maximum of 10 hours per week, Monday thru Friday with flexible scheduling.
3. Weekend, nights and/or holiday hours may be required for some positions.
4. The starting salary is \$10.00 per hour with paid holidays and no benefits.

Education and Learning:

High School diploma or GED is required.

Work Experience:

Minimum of 2 year of prior experience in custodian or maintenance.

Description Duties & Responsibilities:

1. Reports all incidents, maintenance, and issues to Personnel Committee Chair.
2. Works collaboratively with staff members to provide waste disposal and cleaning services to ensure facilities are well maintained by planning, prioritizing, and organizing services while providing excellent customer service.
3. Ability to exercise independent judgment and work independently
4. Ability to perform duties within extreme temperature ranges for trash removal from the buildings.
5. Ability to observe and react to hazards and changing conditions in the work environment (e.g., wet floors, broken glass, member, or other person in need of assistance, etc.)
6. Ability to read work instructions and schedules, warning signs, and labels.
7. Ability to retain and carry out multiple work assignments.
8. Knowledge of basic safety precautions including use of caustic and toxic chemicals, methods of lifting heavy objects, safe work clothing and coverings, and the use of personal protection equipment.
9. Ability to operate cleaning equipment such as industrial vacuum cleaners and carpet extractors, and electric floor buffers.

Required Physical Demands:

1. Experience with event set-ups.
2. Must be able to lift up to 50 pounds on a regular basis.
3. Ability to repeatedly push, pull, reach, bend, twist, stoop, and climb ladders.
4. Must be able to work with hands and arms above shoulder level; requires considerable movement of the arms, twisting, to stand, walk, and/or sit to perform essential job functions for the duration of the shift.
5. Must have sufficient physical strength and flexibility to lift and pour 5-gallon containers of chemicals, to empty buckets and to remove garbage, trash, and recycling from the buildings.
6. Ability to perform duties within extreme temperature ranges for trash removal from the buildings and also snow and ice removal from entrances.

To apply, must submit your resume and a cover letter. If you have questions about the position or to apply, please contact our office at 608-781-5744 or email: shouathao@hmoobagency.org. Deadline to apply September 17, 2021 by 2:00 pm.