

Mount Ararat Community Activity Center

Job Announcement

Position: CUSTODIAN

Classification: Full-time & Part-time Hourly – Non-Exempt

To apply: Send resume' and cover letter to: MACAC @ 745 N. Negley Avenue, Pittsburgh, PA 15206 or email to jobs@macac-inc.org. No phone calls please.

Reports to: Director of Facilities & Maintenance

DUTIES & RESPONSIBILITIES:

- Receive & Distribute Deliveries
- Maintain cleanliness of facility
- Set up classrooms and meeting rooms as needed
- Monitor and order supplies
- Assist staff with heavy lifting & moving
- Other duties as assigned

SPECIFICATIONS:

- Excellent written and oral communication skills
- Ability to work well under pressure
- Excellent interpersonal skills
- Strong organizational skills
- Ability to multi-task & prioritize
- Strong attention to detail
- Ability to work flexible hours including evenings & weekends

QUALIFICATIONS:

- Act 33, Act 34 & FBI clearances
- Two letters of reference
- Valid driver's license
- Must have or obtain CDL driver's license
- Ability to lift 100 lbs

COMPENSATION/BENEFITS:

- Salary range: \$10/hr-\$15/hr (Based on education and experience)
- Medical, Dental, Vision, Life, Short & Long Term Disability (Full-time only)