



JACOB K. JAVITS CONVENTION CENTER OF NEW YORK®

IMMEDIATE OPENING
Posting Date – December 1, 2015

Job Title: Part-Time Call-In Cleaner
Department: Environmental Solutions
Supervisor: Environmental Solutions Manager
Posting period: 3 weeks
Hourly Rate: \$14.89

Human Resources Representative Carmen Fana, Workforce Planning Coordinator. Applicants can submit their resume via: e-mail hronline@javitscenter.com or fax (212 216-4484).

Position Summary

The Part-Time Call-In Cleaner has the responsibility for the cleanliness of the building, performing routine duties associated with the day to day activities of building, show and grounds, as well as set up for events, and other related duties. Upholds and adheres to the Customer Service standards of the Javits Center.

Major Duties and Responsibilities

1. Duties include, but are not limited to manual labor and performing routine housekeeping duties
2. Operate heavy mechanical equipment such as: power scrubber, payload, forklift truck, scissor lift, power sweeper, litter vacuum, snow removal equipment, plow, spreader, blower, shovel and broom, Operate automobile, van and pick-up truck as required in the normal course of work
3. Clean collect and remove rubbish and trash to compactor (and operate same)
4. Perform routine cleaning services such as mop, sweep, dust, vacuum, polish glass and stainless steel, in location such as hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, inner-roadway, offices and show floor
5. Transport, set-up and tear down furniture, easels, signs, receptacles and other event related materials, for meeting, exhibits, shows and various other functions
6. Pickup and distribute janitorial and lavatory supplies
7. High dust all areas above hand-high reach, utilizing scaffolds, up to 10ft. ladders, extension poles, and/or scissor lift
8. Must be able to work under strict deadlines
9. Other related duties as directed by supervisor or management

Preferred Skills, Knowledge and Experience

1. Must be able to speak basic English language and follow directions as instructed
2. Must have knowledge of using cleaning equipment, chemicals, processes and waste removal
3. Must have a minimum of 2 years of experience cleaning in a building, hotel/event or hospital environment Custodial experience preferred but not required.
4. Floor care experience preferred, Stripping/Scrubbing/Buffering
5. Customer Services skills is essential

Special Conditions of Position

1. Must be punctual, ability to work flexible hours, to include weekends and holidays, as dictated by the business, overtime as required.
2. Shifts can range from 6AM, 7AM 8AM and 11:45AM or 6PM to 12AM depending on the requirements of the events and building needs
3. Must be able to stand, walk, stretch and bend for long periods of time
4. Must be able to work under all types of weather conditions
5. Must be able to lift and/or push objects up to 60lbs
6. Must be able to wear a 10 pound back pack for vacuuming
7. Must be able to climb ladders up to 10ft
8. Must be able to work with and inhale cleaning chemical products

The policy of this company prohibits any employment practice which in any way discriminated or tends to discriminate against any person, employees, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job related disability, pass service in the Armed Forces of the United States, sex, or age as provided by law. NY CONVENTION CENTER OPERATING CORPORATIN IS AN EQUAL OPPORTUNITY EMPLOYER