

**Janitor – Flaherty Center**  
**Part-time position – 10 Hours/week**  
**Pay Range \$16.20 - \$18.63**

Janitorial position for the Flaherty Center located at 116 O'Brien Avenue, Machias. This is a year-round position, 10 hours per week. Hours of cleaning are in the evening after childcare has closed for the day.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs janitorial, maintenance and yard work functions at the Early Care and Education Center daily. Work needs to be completed after childcare service hours.
- Performs a thorough cleaning of the agency facility including classrooms, hallways, and entrance.
- Gather and dispose of trash.
- Wet mop, buff, strip, wax, and polish floors as needed.
- Clean and disinfect bathrooms.
- Shampoo rugs and furniture as directed by supervisor.
- Clean vents, fixtures and high dust windows and doorframes
- Move furniture and other heavy objects as required.
- Performs daily inspection of the facility and grounds for health, safety, and hazardous conditions. Reports findings to the center coordinator
- Maintain an adequate supply of cleaning products and paper goods in coordination with center coordinator.
- Other duties as assigned by the center coordinator.

**QUALIFICATIONS:**

- High school diploma and work experiences related to facility upkeep and maintenance.
- Must pass background checks.

**To apply** send resume, letter of interest indicating position for which you are applying, and three professional references to Human Resource Department, Downeast Community Partners, P.O. Box 648, Ellsworth, ME 04605 or you can go on our website: [www.downeastcommunitypartners.org](http://www.downeastcommunitypartners.org) and download an application.