



National Latino Education Institute
2011 West Pershing Road
Chicago, Illinois 60609
resumes@nlei.org
www.nlei.org

POSITION ANNOUNCEMENT

POSITION: Janitor and Maintenance Assistant

SUMMARY: Responsible for day-to-day building cleaning and maintenance.

RESPONSIBILITIES:

1. Supports the mission of National Latino Education Institute (NLEI)
1. Ensures property cleaning is performed daily abiding by all sanitation and safety precautions and procedures.
2. Cleans washrooms, student cafeteria, employee break room, kitchen, offices, general meeting areas, hallways, stairwells, and windows.
3. Cleaning is defined as vacuuming, sweeping, mopping, and dusting.
4. Specialized cleaning of areas such as computer rooms, laboratories, etc.
5. Responsible for the cleanliness and tidiness of the classrooms, ensuring readiness for instructors.
6. Reports to supervisor any incident or accident
7. Replenish washroom supplies.
8. Removes garbage and takes recyclable materials to proper locations.
9. Handing to supervisor, any property found
10. Reporting to supervisor for any maintenance requirements such as light bulb replacements, leaks, etc.
11. Performs any related duties, such as waxing floors, pressure washing, wash carpeting, moving furniture, snow removal, lawn care, etc. utilizing resources and abiding by organizational safety guidelines.
12. Performs and/or ensures appropriate maintenance of the main entrance, parking lot, grass, trees, and all lawn care of or on the organization's properties.
13. Performs and/or ensures proper snow removal and upkeep of the organization's properties.
14. Ensures timely inventory stock of general cleaning and maintenance supplies.
15. Provides the highest level of customer service to partners, team members, participants, students, and all patrons.
16. When appropriate, safely greets building guests following up-to-date entry protocols.
17. Punctuality
18. Other duties as assigned

QUALIFICATIONS:

- Experience in related cleaning work
- High standards of ethics and integrity
- Demonstrated experience working well independently.
- Able to lift at least 50 lb.
- Flexibility with work schedule depending on the needs of the organization is required of the position; some evening or weekend hours may be required.
- Bilingual in Spanish/English

OTHER SKILLS and ABILITIES: Interact in a pleasant and professional manner. Ability to work well under pressure, manage multiple priorities, set, and meet deadlines and manage unexpected situations.

Mission:

The National Latino Education Institute advances our community's economic independence through market and results driven education, training, employment, and advocacy.

To Apply send resumes to: kcabrera@nlei.org or resumes@nlei.org E/O/E

About NLEI: Incorporated in 1972, NLEI is a nonprofit 501 (c) (3). NLEI is a unique organization as it is an educational institution and a nonprofit community-based organization serving the Latino community and underrepresented populations. NLEI offers programs that are nationally accredited and approved by the IL Board of Higher Education, the U.S. Department of Education, is a partner of the American Jobs Center, the IL Veterans Administration, and a National Center for Competency Testing (NCCT). NLEI provides community workforce services and has a myriad of credentialing partners and industry relationships.

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