



POSITION TITLE: Part-time Office Cleaner

REPORTS TO: Director of Operations

JOB DESCRIPTION: The Education Partnership provides school supplies for students and their teachers in low-income schools in Southwestern PA. Our dedicated team of staff and volunteers embody the organization's core values (respect, integrity, service, equity, and resourcefulness) and work in a fast-paced, dynamic and collaborative office and warehouse space with a clear focus on helping kids in need.

The Part-time Office Cleaner is responsible for maintaining cleanliness and sanitization of our facility for approximately 16 hours/month.

Responsibilities

- Generally clean assigned areas including the lobby, kitchenettes, rest rooms, offices, corridors, stairways and entranceways
- Cleaning includes dusting, sanitizing, sweeping, mopping, etc.
- Collect trash from office, kitchenettes and restrooms and transport trash and waste to disposal area
- Maintain cleaning storage closets in proper supply level, organization and cleanliness
- Restock paper products and soap in kitchenettes and restrooms
- Perform special deep cleaning tasks as assigned

Competencies

- Attention to detail
- Ability to work independently
- Highly organized
- Superior work ethic and a passion to further the mission of The Education Partnership

Physical Demands

- Ability to lift up to 20 pounds
- Ability to walk/stand for full shift
- Ability to bend, reach and stretch

Required Education and Experience

- 3 months related experience or training in housekeeping
- Act 33 and 34 clearances required within 30 days of employment

Classification:

This is a part-time position based in Pittsburgh, Pennsylvania. Salary will be commensurate with applicant's education level, experience and other attributes

Job placement at The Education Partnership will include successful past employer reference checks. All employment practices are in accordance with State of Pennsylvania and the EEOC guidelines and regulations. Storehouse for Teachers d/b/a/ The Education Partnership is a Pennsylvania nonprofit corporation and is subject to the governance of their Board of Directors 501(c)(3). The Education Partnership is an Equal Opportunity Employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

Send resume and cover letter to Resumes@TheEducationPartnership.org or call 412-922-6500