



MAS Staten Island center, NY

Housekeeping Cleaners Position

Description

The Muslim American Society (MAS-SI) in New York is a religious, social, cultural, and educational, not-for-profit organization. It is a pioneering Islamic organization that uplifts the individual, family, and society. Its mission is “To move people to strive for God consciousness, liberty, and justice, and to convey Islam with utmost clarity.”

MAS Staten Island Center is looking to hire a Housekeeping Cleaners with a part-time position. The Housekeeping Cleaners will keep the center in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, removing rubbish, and setting up tables/chairs. Duties include tending, opening/closing the center, the furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, cleaning outside and snow or debris from the sidewalk.

Responsibilities

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Collecting and taking out trash and recycling.
- Service, clean, and supply restrooms.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dust furniture, walls, machines, and equipment.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Steam-clean or shampoo carpets.
- Strip, seal, finish, and polish floors.
- Clean and restore building interiors damaged by fire, smoke, or water, using commercial cleaning equipment.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Changing air filters and cleaning vents.

- Monitor building premises to ensure occupant or visitor safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Remove snow from sidewalks, driveways, and parking areas, using snowplows, snow blowers, and snow shovels, and spread snow melting chemicals.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events and programs indoor or outdoor spaces.
- Maintain equipment or systems to ensure proper functioning.
- Make adjustments or minor repairs to heating, cooling, ventilating, plumbing, or electrical systems.
- Schedule repair, installation or maintenance activities.
- Purchase and deliver items.
- Any other related duties requested by the manager and ED.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Abilities

- Near Vision — The ability to see details at close range (within a few feet of the observer)
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

Application Instructions

To apply to the job, interested individuals must submit their interest to si.admin@masnewyork.org with electronic copies of a cover letter, resume, and list of three (3) references with contact information.

Primary Location

MAS Staten Island Center

180 Burgher Avenue, Staten Island, New York 10304

Job Type

Part-time job, (20 H/Week) minimum

Salary

\$15.00/Houre

Compensated twice a month

Organization

MAS NY – Staten Island

Employer

Mr. Sherif Ahmed, Executive Director
MAS Staten Island Community Center
180 Burgher Avenue
Staten Island, NY10304

SIGNATURE

DATE ACCEPTED

START DATE

Employee

By signing and dating below, I accept this offer of employment for the above referenced position.

NAME

SIGNATURE

DATE

MAS Brooklyn/Staten Island is an Equal Employment Opportunity/Affirmative Action Employer