**Bernheim Forest janitorial position**

This is a part-time position/16 hrs per week, 8 hr days. Working hours are 6:30am - 3:00p.m Saturday and Sunday.

Responsibilities are but not limited to, keep all office buildings, clean and in a orderly condition, ready for visitors, guest and events.

This position will set up rental space for groups to attend meetings, outings and weddings/receptions ect..

Some details to the position but no limited to…Sweeps, mops, vacuums hallways, stairs and office space.

Other duties may be assigned.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 50 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The noise level in the work environment is usually moderate. **,**

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Please fill out application located on our website, e-mail to

Lorie Messer, [lmesser@bernheim.org](mailto:lmesser@bernheim.org)

You may pick up and drop out applications to the Education building front desk.