



## Hyde Square Task Force | Part-Time Office Cleaner

### January 2024

**Hyde Square Task Force (HSTF)** is an award-winning creative youth development organization based in the Hyde–Jackson Square area of Jamaica Plain/Roxbury, known as Boston's Latin Quarter. Founded in 1991, HSTF now engages close to 500 youth ages 6–25 in college and career preparation, Afro-Latin arts and cultural enrichment, and community-building initiatives. In doing so, we ensure that youth have the arts and educational opportunities they need and deserve in order to be successful and that their voices and cultures are valued and celebrated in Boston's Latin Quarter and beyond. Our mission guides our work: to amplify the power, creativity, and voices of youth, connecting them to Afro-Latin culture and heritage so they can create a diverse, vibrant Latin Quarter and build a just, equitable Boston.

**Position:** Office Cleaner, part-time (up to 20 hours per week), reports to the Office Manager. The specific weekly schedule to be agreed upon between HSTF and the Office Cleaner.

**Job Summary:** We seek an Office Cleaner to clean and sanitize our commercial building. The ideal candidate has relevant professional cleaning experience, and is efficient in mopping, sweeping, dusting, vacuuming, and other custodial duties. We are looking for a hardworking individual to implement a high standard of cleanliness for our office.

#### RESPONSIBILITIES:

- Clean workspaces, common areas, offices, classrooms, hallways, and bathrooms
- Sweep, dust, and mop floors
- Vacuum carpeted areas on a regular basis
- Clean and dust furniture, exhibit cases, pictures, chairs, door trim, light fixtures, and all other horizontal surfaces including periodic high dusting
- Regularly wash glass and trim at entrance doors, interior/exterior
- Wash/spot clean interior walls as appropriate
- Dust, clean ceiling vents
- Clean and disinfect high touch surfaces
- Periodically buff floors
- Restock bathrooms with supplies
- Keep track of the cleaning schedule
- Stock and maintain supply rooms
- Empty trash bins on a daily basis and replace liners in waste baskets/trash containers
- Keep trash bins clean and sanitized
- Dump all trash and recycle in the designated dumpsters
- Notify management of any deficiencies or needs for repairs

#### QUALIFICATIONS AND SKILLS:

- Prior cleaning experience highly preferred
- A high standard for cleanliness

- Attention to detail
- Ability to follow instructions
- Time-management skills
- Ability to follow all health and safety regulations

*Note: Successful CORI/SORI background checks and authorization to work legally in the U.S. are required for this position.*

**Pay rate:** \$18-\$20 per hour. Benefits include paid sick time, paid holidays, workers' compensation, and unemployment insurance. Medical and Dental insurance not included.

**How to apply:** Interested candidates should submit their resume and cover letter on or before 2/16/2024 to [jonathan@hydesquare.org](mailto:jonathan@hydesquare.org). Please include the position, Office Cleaner, in the subject line of the email. **No walk-ins or phone calls please.**

*Hyde Square Task Force is an equal opportunity provider and employer. We value having a diverse staff who are representative of the community we serve and bring to our organization a variety of traditions, experiences, and points of view. Individuals of all backgrounds are strongly encouraged to apply.*