



**Job Description:** Building Janitor

**Hours:** Part-time, approximately 25 hours per week

**Compensation:** \$18.00 per hour

The Martin Luther King Community Center is seeking an experienced team member to keep our newly renovated building clean and maintained. The ideal candidate lives within a short drive of MLK Center and has reliable transportation to respond to building emergencies when needed. The hours of the position are flexible, but the 25 hours need to take place between the hours of 7:00 a.m. and 7:00 p.m. Monday through Friday.

**As the Building Janitor, you will:**

- Provide excellent customer service to the community and other team members
- Keep the building clean and stocked with supplies, including restrooms on all three floors
- Assist with setting up and moving furniture for community events
- Assist with cleaning and maintaining vehicles
- Complete minor repairs to building like changing light bulbs, fixing a table, hanging a picture, etc.
- Maintain maintenance logs for facility, equipment, and vehicles
- Serve as point of contact for other vendors and contractors, like HVAC, plumbing, electrical, etc.
- Report issues and concerns to the Operations Director immediately.
- Other duties as assigned

**This job might be for you if you:**

- Are knowledgeable about building operations, janitorial, and maintenance
- Are reliable and dependable; this job entails responding to unexpected needs at unexpected times
- Have excellent time management skills and are able to work well alone
- Enjoy assisting others
- Are able to remain calm in stressful situations
- Are physically able to complete the job duties
- Are committed to the mission of MLK Center, while fostering inclusiveness and the values espoused by Dr. Martin Luther King, Jr.

Please submit resume and a paragraph about why you want to work at MLK Center via email to [Allison@MLKCenterIndy.org](mailto:Allison@MLKCenterIndy.org). No phone calls please.