



50 East 168th Street, Bronx, New York 10452
www.WHEDco.org

Title: Incubator Kitchen Cleaning Assistant
Location: 50 East 168th Street, Bronx NY 10452
Reports to: Kitchen Manager

The Women's Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco's mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See www.whedco.org for more information.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Job Summary: WHEDco's Incubator Kitchen, Bronx CookSpace, seeks a part-time Kitchen Cleaning Assistant to provide maintenance and custodial services for its commercial kitchen space and equipment. This position requires the assurance of a clean, orderly, and safe work environment for those using the Kitchen.

Primary Responsibilities:

- Maintain a clean environment in the Incubator Kitchen area by routinely disinfecting, sweeping, mopping, and cleaning all general surface areas, including Kitchen floors and countertops, restrooms and ceiling vents.
- Ensure trash is removed in and around the Kitchen area.
- Perform heavy cleaning tasks and special projects, as assigned.
- Report additional maintenance and repair needs to Kitchen Manager.
- Follow all health and safety best practices and regulations.
- Other duties, as assigned.

Qualifications:

- High School or General Equivalency Diploma (GED).

- Knowledge of commercial grade cleaning chemicals and products.
- Minimum of one year of custodial and/or maintenance experience required.
- Ability to lift up to 50 pounds; must be able to climb ladders, stoop and kneel.
- Ability to accomplish tasks with minimal supervision.

Competitive pay rate based on experience. This is a part-time position; flexible work schedule, including evenings and weekends.

To respond, send a cover letter and resume to one of the following:

Email: Cookspace@whedco.org

Mail: WHEDco, 50 East 168th Street, Bronx, NY 10452

Attn: Marcus Gotay, Kitchen Manager