



Cleaning Associate – Sharpe Reservation

The Fresh Air Fund, an independent, not-for-profit youth development organization, has provided free summer experiences to more than 1.8 million New York City children from low-income communities since 1877. Despite the challenges presented by COVID-19, The Fund continues to provide safe, fun, engaging and enriching experiences for New York City youth to keep the magic of summer alive through virtual and outdoor programs. Fresh Air children also participate in year-round leadership and educational programs. For more information, visit www.FreshAir.org.

Position Summary

The Fresh Air Fund is hiring Cleaning Associates to support Sharpe Reservation by helping to maintain a welcoming environment for our Fresh Air children and families. The role requires the person to assist with day-to-day cleaning and sanitizing of heavily trafficked areas and surfaces. The ideal candidate is hard working, personable and detail-oriented with excellent communication skills. This position is based at Sharpe Reservation in Fishkill, NY and reports to the Adventure Program Coordinator.

Employment period: Mid-June 2021 until at least August 26, 2021. *There is a mandatory orientation.*

Hours per week: Hours per week vary with a maximum of 40 hours per week.

Compensation: Salaries start at \$14 per hour.

Benefits: None.

Responsibilities

- Dust and clean vents, surface areas and counter surfaces.
- Perform general sweeping, scrubbing, mopping of hardwood, laminated, tiled and cement floors.
- Use vacuum equipment, sanitary blowers and floor cleaning machines.
- Dispose of trash from bins and containers around grounds.
- Clean windows, glass surfaces and mirrors.
- Maintenance and upkeep of all cleaning equipment, supplies and products.
- Ensure safe and sanitary storage and care of products.
- Keep all spaces neat and tidy.
- Report repairs and replacements needed when encountered on the job.
- Other duties as assigned.

Qualifications:

- Must be at least 18 years old.
- Must be in good general health, able to lift heavy objects on a regular basis.
- Must have the ability to be flexible, adjust to changes quickly.
- Must have the ability to work independently and in a team environment.
- Handle concerns/issues in a constructive manner.
- Excellent written and oral communication skills.
- Proficient with basic computer skills.
- Driver's license preferred.
- Interest in joining a youth development organization and supporting its mission and vision.

Please see next page for application instructions.



Application Instructions

To apply please, submit an application by clicking on the **In-Person Sharpe Reservation Jobs** link at:

<https://freshairfund.workbrightats.com/jobs/>. We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations, and communities to apply.