



ASSISTANT CLEANING MANAGER

Location: White Plains, NY 10601

Division: Employment & Day Services

Status: Part-Time (30 hours/week), Non-Exempt

Build a brighter future...For those with special needs AND for yourself!

Since 1947, Jawonio has advanced the independence, well-being and equality for people with disabilities and special needs. We take tremendous pride in making a positive difference in the lives of the individuals and families whom we support and now we're looking for a compassionate and caring person who wants to enrich their own life and the lives of others by working alongside a talented team of professionals in a working environment of personal accountability, mutual respect and most of all a true sense of teamwork.

The **Assistant Cleaning Manager** supervises and coordinates activities of employees (including employees with disabilities) in Jawonio's Cleaning Company engaged in cleaning and maintaining premises of government contract. This particular position is located at the Westchester County Courthouse in White Plains, NY and surrounding Government buildings.

Education & Experience:

- High School Diploma
- 3-5 years janitorial supervisory experience
- Acceptable combination of experience/education considered

Additional Requirements:

- A valid NY/NJ Driver's License, ability to drive and a driving record acceptable for agency insurance coverage required
- Remain current in all required trainings
- Must be clear and maintain an acceptable record under the Medicaid Fraud & Abuse clearance process
- Knowledge of OSHA standards and requirements
- Must pass Westchester County security clearance
- Bilingual (English/Spanish) preferred
- Additional consideration may be given to candidates proficient with American Sign Language (ASL)



How to Apply:

Please send Resumes to:

Jawonio Inc
Human Resources Department
260 N. Little Tor Road
New City, NY 10956

Or by Fax to (845) 639-3530

Or by E-Mail to jobs@jawonio.org

We encourage all qualified applicants to apply.

Jawonio, Inc. does not base employment decisions on an individual's race, color, sex/gender, genetic predisposition, sexual orientation/preference, religion, age, national origin, disability, military or veteran status or any other characteristic protected by federal, state or local law. In addition, Jawonio, Inc. may make reasonable accommodations to enable applicants to participate in the hiring process and employees to perform the essential functions of their job. Please advise us if you need assistance with the application and/or interview processes.

Please Understand: Jawonio is a great place to work. We receive hundreds of applicants annually and also appreciate your interest working for Jawonio, Inc. Due to the high volume of applicants, we are only able to contact those candidates whose skills and background best fit the needs of the open positions.

For a full listing of all open positions at Jawonio, please visit us online at www.Jawonio.org/careers