



Columbia University is currently seeking qualified applicants to fill full time temporary maintenance positions. Candidates can work up to 3 or 4 months depending on coverage.

PORTER – The pay rate is \$15.00 or up to \$18.24

Reporting to the Building Superintendent, and under general direction, the Porter is responsible for the cleanliness and maintenance of CU apartment buildings and grounds area. Cleans and maintains the building and grounds complex: elevators, stairways, corridors, windows, floors, laundry rooms, vacant apartments, etc.; trims trees and shrubs; fertilizes, seeds, and mows lawn; sweeps and hoses sidewalks; removes snow and spreads salt as needed. Must screen persons entering the building, announce visitors, and assure building security. Lobby must be kept clean and neat at all times. All incoming and outgoing packages will be handled by this employee.

HEAVY CLEANER – The pay rate is \$20.17

The Heavy Cleaner will ensure that the cleaning of the assigned building is consistently and appropriately performed. The Heavy Cleaner will move materials and furniture as required; report building malfunctions as instructed, i.e. power failures, leaks, building equipment and any other damages; operate any/all motor-cleaning equipment to strip and wax floors, stairwells and corridors; sweep and mop entrance lobby, stairwells and elevator landings; polish marble or brass; wash walls and blackboards; clean mirrors, glass partitions, banisters and mailboxes, window-sills and baseboards in common area and dust assigned areas. The Heavy Cleaner will also clean all bathrooms and kitchens; remove spots and shampoo carpets; sweep and wash with hose exterior sidewalk, steps and courtyard; dispose of trash and recycling as directed by supervisor or management; clean compactor room; check all drains and remove debris and inspect, restock, and clean all areas of the building.

DOOR ATTENDANT – The pay rate is \$15.00 or up to \$18.24

Candidate must screen persons entering the building, announce visitors and assure building security. Lobby must be kept clean and neat at all times. All incoming and outgoing packages will be handled by this employee. Strong presentation abilities are extremely important. Candidate must be able to read, write and speak English. Candidate must have strong character references and possess solid critical thinking skills. *Please note, we mostly receive vacation coverages which pay at \$15.00 per hour, and these are usually short term assignments.*

HANDY PERSON – The pay rate is \$16.01 or up to \$20.10

Reporting to the Building Superintendent, and under general direction, the Handyperson A is responsible for minor building and grounds repairs and preventive maintenance of CU apartment buildings. Performs minor carpentry, plumbing and plastering work. Insure proper operation of absorption air conditioning system, steam boilers, fan coil units, cooling towers and package air conditioning units. Inspects building and its equipment and performs preventive maintenance to insure that all are in proper working condition. Performs tasks, such as snow removal and apartment preparation on an as needed basis. Supervises building employees and arranges work schedules as needed. Some heavy lifting may be required. Performs related duties as required. In the absence of the building superintendent, supervises building employees and arranges work schedules. Performs related duties as assigned.

All Applicants must possess a High School Diploma or its equivalent.

We encourage local applicants who live in the following zip codes to apply: 10025, 10026, 10027, 10029, 10030, 10031, 10032, 10033, 10034, 10035, 10037, 10039, 10040, 10451, 10454, 10455, 10474

All Are Welcomed to Apply!!

Please forward resumes to ceic@columbia.edu with the job title in the subject line

COLUMBIA EMPLOYMENT INFORMATION CENTER
3180 BROADWAY @ W. 125TH ST, NEW YORK, NY 10027
212-851-1551 MONDAY TO FRIDAY, 9 A.M. TO 5 P.M.