



EAST SAN GABRIEL VALLEY
JAPANESE COMMUNITY CENTER **ESGVJCC**

Job Title: CUSTODIAN/HANDYMAN

Salary: \$15-\$18/hour, DOE

Hours: Part Time, non-exempt

Start Date: August 2025 or as soon as position is filled

Organization: The East San Gabriel Valley Japanese Community Center (ESGVJCC) is a not for profit organization dedicated to foster and preserve the cultural heritage unique to Japanese American ancestry; and to serve the community through social services, artistic, recreational, and educational programs.

For nearly 75 years, the ESGVJCC has been bridging culture, family and community in the San Gabriel Valley, greater Los Angeles county, and Inland Empire. As one of ten Japanese American community centers in Southern California, the ESGVJCC offers Japanese classes in language, arts, and music with a focus on programming for youth and seniors. The ESGVJCC has a rich history that stems with a deep sense of volunteerism and a commitment to the community. With over 30 programs and 10 events per year, the ESGVJCC strives to be a resource our families and community while preserving our cultural heritage. esgvjcc.org

Summary Statement:

Under the supervision of the Executive Assistant, the Custodian/Handyman is to perform a wide variety of custodial and maintenance duties in order to provide a clean, orderly and safe environment; and perform related work as required. The ideal candidate will be efficient, quick to learn, flexible and eager to make a positive difference in the community.

Duties and Responsibilities:

The duties and responsibilities of the Custodian/Handyman center on various maintenance tasks, such as dusting, cleaning, mopping, vacuuming, and taking out the trash. If necessary, they may be tasked with other duties, such as changing light bulbs, repairing broken installations, or attending to the recycling process. If needed, they should be able to do such tasks as fixing broken doors or furniture.

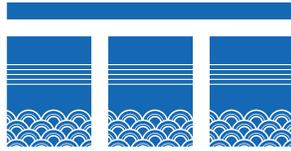
Here are the most essential duties and responsibilities:

- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors.
- Clean and sanitize restrooms using established practices and procedure. Refill restroom dispensers.
- Removes trash in accordance with established procedures. Empty/clean wastebaskets and trash containers.

BRIDGING CULTURE, FAMILY, AND COMMUNITY

1203 West Puente Avenue | West Covina, CA 91790 | P 626 960 2566 | F 626 960 0866 **ESGVJCC**

The East San Gabriel Valley Japanese Community Center is a 501(c) (3) non-profit organization. Your contribution is tax-deductible to the extent allowed by law. No goods or services were provided in exchange for your generous financial donation. Federal Tax ID # 95-6100417.



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- Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
- Performs various maintenance and custodial duties such as installation and repair to fixtures in restrooms, classrooms, and other facilities.
- Wash walls and equipment.
- Secure building when facilities are not in use, checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
- Troubleshoots and repairs minor plumbing and electrical problems; replaces a variety of light bulbs and lighting accessories.
- Move furniture, equipment, supplies and tools on an incidental basis.
- Identifies stains and uses proper chemicals for removal.
- Wash accessible interior and exterior windows. Clean blinds and curtains.
- Handle recycling materials.
- Maintains inventory and submits written requests for supplies; tests and evaluates new supplies and equipment.
- Performs preventative maintenance in and around facilities.
- Report any major maintenance issues to the appropriate director.
- Other duties and responsibilities as assigned

Qualifications:

- Methods of maintaining, cleaning and preserving a variety of surfaces; and proper use of a wide range of chemicals according to state and federal regulations.
- One year of custodial experience. Custodial and building maintenance in a school setting preferred.
- Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking.
- Strong organizational skills
- Ability to work well independently, proactive and self-motivated
- Ability to work as a member of a team with people from varying backgrounds and experiences
- Able to thrive in flexible, evolving situations and manage changes effectively
- Able to effectively and efficiently address problems with open communication
- Able to plan work schedule respective to events and/or program needs, including working evenings or weekends when needed
- Professional manner, strong interpersonal skills, diverse cultural competencies and strong client orientation
- Must have reliable transportation

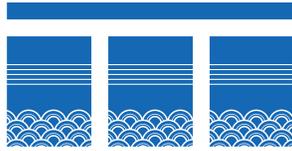
Compensation and Benefits: Competitive, as a small non-profit 501(c) (3) organization

To Apply: Interested applicants should submit a resume and cover letter to Pearl Omiya, Executive Director, pomiya@esgvjcc.org. Applications will be accepted until position is filled.

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The East San Gabriel Valley Japanese Community Center (ESGVJCC) reserves the discretion to change this job description at any time. The ESGVJCC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, genetic information, disability, marital status, domestic partner status, or medical condition.

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