



JOB ANNOUNCEMENT CUSTODIAN

POSITION SUMMARY: The Gardena Valley Japanese Cultural Institute is looking for an individual to perform custodial responsibilities to support activities, events and business operations. Weekend hours are required. Send resume to akochiyama@jci-gardena.org or call (310) 324-6611 ext. 104.

Responsibilities include, but not limited to:

- Performing routine custodial duties such as regularly emptying trash receptacles, mopping floors, vacuuming carpet and cleaning glass doors/windows as needed.
- Cleaning halls, classrooms and restrooms after activities or events and ensuring they're ready for the next user.
- Provide custodial support at GVJCI activities, events and fundraisers.
- Some heavy-lifting may be required with moving tables, chairs and stage set-up/tear down.
- Provide support for miscellaneous facility-related activities.
- Ability to perform minor maintenance tasks a plus.

ORGANIZATION DESCRIPTION: <http://www.jci-gardena.org/>

The Gardena Valley Japanese Cultural Institute (GVJCI) is a 501(c)(3) non-profit community center formally incorporated in 1967 but its roots began over a hundred years ago. A variety of public programs for all ages and interests that align with GVJCI's mission are offered to the community.

MISSION STATEMENT

A space to engage, share, and embrace the Nikkei experience and culture.

VISION STATEMENT

The GVJCI envisions a vibrant network and a welcoming space for all persons interested in Japanese heritage and culture where history and tradition are honored, people are inspired to create action and change, and cultural pride and respect for all humanity are promoted.