



Housekeeper/Janitor  
Building Maintenance  
Compensation: From \$16-16.50 / hour  
Job Type: Full-time

J.C. Newman Cigar Company was founded in 1895. With our headquarters, factory and museum located in historic Ybor City (Tampa), Florida, J.C Newman Cigar Company is the oldest family-owned cigar manufacturer and distributor of premium cigars in the country and operates the last cigar factory in the Cigar City of Tampa.

### **Brief Description of Duties and Responsibilities**

Reporting to the Housekeeping Supervisor, the Housekeeper/Janitor is responsible for the daily cleaning and upkeep of common areas throughout the Factory Building, including offices, factory store, museum, kitchens, hospitality room, coffee stations, stairwells, public and employee lavatories.

Assisting with event set up and breakdowns is an essential part of the responsibility along with the flexibility to work after normal business hours to support private events. Prior experience working as a housekeeper or janitor in a commercial setting is required.

### **The Required Skills, Knowledge and Abilities are as follows:**

- Have a minimum of two years prior working experience as a housekeeper or janitor in a commercial setting.
- Have the ability to safely use cleaning tools such as mop, broom, vacuum cleaner and other general cleaning equipment and cleaning supplies.
- Must be able to push, pull and lift up to 25 lbs.; 50 lbs with assistance to move furniture for events.
- Have the ability to operate a hand truck and cleaning cart.
- Must adhere to safety rules.
- Maintain high standards for clean work areas and appearance.
- Communicate effectively and respectfully with co-workers, vendors and guests.
- Must be able to work full-time days with some evening overtime and some weekends for special events.

### **The requirements for consideration**



- High School diploma or equivalent GED
- Must be able to read, write and speak English
- Prior experience working as a housekeeper or janitor.
- Lift, push, pull up to 25 pounds; up to 50 lbs with assistance from other team members.

J.C. Newman Cigar offers a competitive benefits package which includes major medical, vision and dental insurance, 401k Savings Plan with Company match, Company paid life and short-term disability insurance, Company sponsored long term disability, additional life insurance and healthcare insurance policies, vacation, and personal time.

To be considered for this position and the opportunity to join the most elite cigar manufacturer in the industry, please forward a copy of your resume to our Human Resource Department at [hr@jcnewman.com](mailto:hr@jcnewman.com) or visit our website [JC Newman Careers](#) to complete an application and submit a resume. Applications can also be obtained by visiting our historical location at 2701 N. 16 Street, Tampa FL 33605.

At J.C. Newman Cigar Company we hold a belief that diversity and inclusion is an essential part of our success over the last 129 years. We have a diverse and inclusive team of dedicated people and are proud to be an Equal Opportunity Employer and comply with all federal, state and local laws prohibiting employment discrimination of any kind. We are a drug-free workplace and conduct pre-employment drug screening.