



Brooklyn Community Services

Position: Custodian
Program/Department: Central Services
Reports to: Director of Facilities and Central Services
Work Location: Carey Gardens, Brooklyn
Hours: 20 hours per week

Position Summary:

Perform diverse custodial/maintenance duties at our main office – 285 Schermerhorn Street. The Custodian is responsible for maintaining the premises and its equipment in a clean, safe, and sanitary condition.

Responsibilities:

- Sweeping, mopping offices, halls, kitchen and bathrooms
- Cleaning bathrooms (sweep, mop, remove trash, clean toilet bowls, urinals, sinks, mirrors, spot clean stalls and walls, replace towels, toilet tissue, etc.
- Removing trash
- Vacuuming rugs
- Spot clean walls and door frames in offices and public hallways
- Keeping inventory of sanitary supplies
- Repairing furniture as needed
- Making general repairs
- Other duties as assigned

Qualifications:

- High School diploma required
- General custodial related experience, such as cleaning and repairing
- Good communication skills
- Ability to keep simple inventories of supplies on hand and needed
- Ability to maintain cooperative relationships with other staff
- Good judgment; dependability, and ability to work individually and part of a team is required

Contact:

Email Resume and Cover Letter to:
Themba Chirambo, *Director of Facilities and Central Services*
tchirambo@wearebcs.org

EQUAL OPPORTUNITY EMPLOYER