



Brooklyn Community Services

**Position:** Custodian/Maintenance  
**Program/Department:** Central Services  
**Reports to:** Director of Facilities and Central Services  
**Work Locations:** 285 Schermerhorn St/101 Fleet Place/1702 Mermaid Avenue  
**Hours:** Full Time & Part Time

**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. Duties include:

**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