



Brooklyn Community Services

**Position:** Custodian/Maintenance  
**Program/Department:** Central Services  
**Reports to:** Director of Facilities and Central Services  
**Work Locations:** 540 Atlantic Avenue/2315 Surf Avenue  
**Hours:** Full Time & Part Time

**Position Summary:**

Perform diverse custodial duties and operate the elevator. The Custodian/Elevator Operator is responsible for maintaining the premises and its equipment in a clean, safe and sanitary condition.

**Responsibilities:**

- Serve as the elevator operator for staff, clients, and visitors of BCS; maintain safe operations of the elevator and follow all safety procedures.
- Sweep, mop and wax office floors, halls, kitchen and bathrooms. Vacuum rugs.
- Clean bathrooms; remove trash.
- Dust and wipe tops of cabinets and desks, window frames and sills, door frames, radiators, etc.
- Spot clean walls and door frames in offices and public hallways.
- Clean kitchen including sanitizing counter areas, sink, and surfaces; wiping down refrigerator and stove; sanitizing kitchen floor and all refuse cans.
- Keep inventory of sanitary supplies.
- Make general repairs including painting and unclogging drains
- Ability to operate power tools is required
- Remove snow.
- Other duties as assigned.

**Qualifications:**

General custodial related experience, such as cleaning and repairing. Good communication skills. Ability to keep simple inventories of supplies on hand and needed.

**Contact:**

Email Resume and Cover Letter to:  
Themba Chirambo– Director of Facilities and Central Services  
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