



Job Description

Position: **Custodian**

Program/Department: Headquarters

Reports to: Director of Facilities

About BCS

Brooklyn Community Services (BCS) was founded in 1866 and continues to help children and youth reach their full potential, strengthen families, and foster self-sufficiency in adults. Brooklyn Community Services is one of the oldest, not-for-profit, non-sectarian social service providers in New York City and one of the largest in Brooklyn.

Over the years, BCS has strengthened countless families at risk of separation; supported and stabilized people with psychiatric illnesses; helped adults with disabilities participate fully in the community; enabled people to move from welfare to work; and offered guidance, education and support to children and young adults. Through 35 programs, and over 500 staff, Brooklyn Community Services serves more than 20,000 people each year.

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:

- 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 Required:

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

How to apply:

[Click here to apply to the Custodian role](#)