



## Job Description

**Position:** Custodian– Cornerstones/Learning Labs  
**Reports to:** Program Director  
**Location:** Brooklyn, New York  
**Hours:** Full Time – 35 Hours, Monday – Friday and some weekends as needed

Founded in 1866, Brooklyn Community Services (BCS) empowers children and families to reach their full potential, strengthen families, and foster self-sufficiency in adults. With programs in over 30 locations, BCS serves more than 20,000 individuals a year.

Cornerstone and Learning Lab Programs provide academic, learning spaces and recreational opportunities to children, teens and adults in NYCHA community centers. The Cornerstone/Learning Lab program is offered every weekday from 8:00 am to 10:00 pm, Saturdays from 10:00 am to 5:00pm, and extended hours during the summer and school holidays. Learning Labs are a new 8am-3pm service model that will provide a safe place and supported space for students in grades K-8 to participate in remote learning and enrichment activities on days when they are not in school. Learning Labs may host children in all grades, K-8, and will tailor activities to the age-appropriate needs of student groups. Wrapping around remote learning activities, Learning Lab staff will implement a schedule of small-group enrichment activities, such as Literacy, Physical Fitness, Civic-Engagement, Social-Emotional Supports, and STEAM (science, technology, engineering, arts and math) activities. BCS Cornerstone/Learning Lab Programs are located in Brownsville, Fort Greene, Sunset Park and Coney Island.

Under the supervision of the Maintenance Supervisor, the custodial employee is responsible for maintaining the center premises and it's equipment in clean, safe and comfortable condition.

### **I. GENERAL DUTIES;**

**A.** Follows individual work schedules provided by the supervisor to indicate specific responsibilities and the time scheduled for them.

**B.** Cooperates in to: staff effort designed to improve the site's services.

1. Participate in periodic individual conferences and regular staff meetings as directed. Participation in staff parties and attendance in other meetings are also encouraged as a means of promoting feeling of total staff unity and providing opportunities for informal exchanges of information between staff.

**EQUAL OPPORTUNITY EMPLOYER**



## **II. SPECIFIC DUTIES**

### **A. Cleaning**

1. Sweep, mop, wet floors my classrooms, offices, halls, kitchen and bathroom of center so they are kept in a clean and sanitary condition.
2. Clean all bathrooms including fixtures, urinals, toilets, wash halls and wash tiles.
3. Cleaning of play yard and roof as needed.
4. Remove garbage and trash, clean containers.
5. Care for cleaning equipment used.
6. Perform periodic maintenance activities as assigned.
7. Dust and wash down walls.
8. Clean and replace light bulbs, clean light fixtures.
9. Weekly and monthly cleaning or range (stove) hood, if any, and it's parts as required by the City Division of Fire prevention.

### **B. Meal Service (where applicable)- Assist with food service, as needed**

### **C. Records, Supplies and Equipment**

1. Keep inventory of distributed sanitary supplies as needed.
2. Unpack and stock supplies.
3. Inform Supervisor of needed sanitary and cleaning supplies, repairs and replacements if cleaning equipment.
4. Repair and cleaning of play equipment and furniture as needed. Make other repairs in center.
5. Move children equipment to and from outdoor play space. Move large furniture indoors as indicated.
6. Maintain all exits and outdoor play areas at all times.

### **D. Other Related Duties as Assigned, Consistent With the Above**

1. Touch up painting of doors, walls, grills, other places in the building
2. Snow removal is a MUST.
3. Perform other duties as assigned.

#### **How to apply:**

[Click here to apply to the Custodian- Cornerstone/Learning Lab role](#)