

## **JOIN OUR TEAM OF ROCKSTARS AT THE CARVER CENTER**

**Opportunity: Custodian (Mon-Fri. 6 PM – 9 PM, \$15/hr; possible weekend shift if needed)**

**Position Overview:** The custodian's job is to keep the building and grounds clean and safe. The custodian is a semi-skilled employee who works directly cleaning using soaps, chemicals, waxes and the use of various machines.

### **Agency Wide Duties and Responsibilities:**

- Support the mission, program philosophy and values of Port Chester Carver Center
- Support and facilitate positive interaction with others by exhibiting individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace.
- Comply with all policies and procedures as defined by the Employee Handbook

### **Position Specific Duties/Responsibilities:**

- Clean and sanitize restrooms/bathrooms using established practices and procedures.
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors and offices.
- Empty/clean wastebaskets and trash containers from all classrooms and offices.
- Replace light bulbs; refill restroom dispensers.
- Assist with the setup of meetings, classrooms, conferences, events, etc.
- Use and maintain assigned high-pressure washer, vacuum, brooms, mops for the cleaning and general maintenance of floors, walls and carpets.
- Wash walls and equipment; use ladders when required in work assignments. Lock and unlock buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
- Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Move furniture, equipment, supplies and tools on an incidental basis.
- Wash accessible interior and exterior windows. Clean blinds. Launder cleaning rags and dust mops.
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovating.
- Attend to emergencies when necessary: attend safety meetings and other related meetings.
- Handle recycling, materials, call in work orders.
- Assist in the instruction and supervision of student help, assist with inventory control and security.
- Support and enforce all policies, university and governmental such as One Call, OSHA/ WISHA rules, university health and safety regulations and guidelines, etc.
- Perform related duties as required.

### **Position Qualifications:**

- At least 2 years' experience as a custodian