Temporary Part-time Custodian available Monday-Friday 3:45pm-8:45pm. Available for occasional Saturday coverage as 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, and the use of various machines.

Position Specific Duties/Responsibilities:

- Clean and sanitize restrooms and other assigned areas
- Replenish restroom supplies, including soap, paper towels, and toilet paper
- Clean, sweep, mop, vacuum and maintain floors, hallways, offices, classrooms and common areas
- Dust and wipe down furniture windowsills, blinds, doors, window screens and other surfaces
- Clean walls and baseboards as needed and use a ladder safely when required
- Empty/clean wastebaskets and trash containers from all rooms and offices.
- Empty trash and recycling containers and take contents to the dumpster as needed.
- Ensure the cleanliness and appearance of the elevator by cleaning and polishing the interior and exterior surface.
- Assist with the set up and break down of tables, chairs and equipment for meetings or events as needed.
- Ensure all building entrances are cleaned, properly maintained and presentable.
- For closing shifts, ensure the facility is properly secured by checking that all doors and windows are locked, reporting any unauthorized occupants, turning off lights, and confirming that entrance doors are locked before leaving.
- Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Move furniture, equipment, supplies and tools on an incidental basis.
- Clean and sanitize showers, including walls, floors, doors and fixtures, remove soap scum and mildew, refill dispensers as needed, and report any maintenance issues.
- Assist with bringing in donations and deliveries to the proper departments as needed.
- Attend to emergencies when necessary: attend safety meetings and other related meetings.
- Follow established cleaning schedules and safety procedures
- Report spills, hazards, damages, and maintenance concerns to the supervisor
- Perform other custodial duties as assigned

Physical Requirements:

- Ability to carry up to 50 pounds
- Ability to stand, walk, bend, kneel, and climb for extended periods of time
- Ability to push and pull cleaning equipment and supplies

- Ability to perform repetitive cleaning and maintenance tasks

Position Qualifications:

- At least 2 years' experience as a custodian

Rate $20.00/hour.
Interested parties please email a resume and cover letter to Angie Diaz, Director of Welcome Center & Facilities, adiaz@carvercenter.org, (914)305-6036.