



VACANCY ANNOUNCEMENT

POSITION: Custodian
DEPARTMENT: Maintenance
LOCATION: Brooklyn, NY
REPORTS TO: Early Head Start Director
SALARY: \$12 per Hour
DATES: February 2017
SCHEDULE: 14 hours per week (very flexible)

JOB SUMMARY: To maintain the center premises and it's equipment in a clean, safe and comfortable condition.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma or equivalent (GED) required
- Mandated reporter training
- Some related experience in general custodial duties, such as cleaning, repairing, and painting
- Ability to maintain work and personal habits
- Friendly, cheerful personality and able to maintain good relationship with staff, children, parents, and visitors at the center
- The skills and knowledge required would generally be obtained with previous experience in building cleaning and maintenance work
- Good health, including current x-ray and annual physical examination before employment

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Follow work schedule provided by director that indicate custodial responsibilities
- Meet with the director regularly to discuss improving the center, materials, and schedule
- Sweep, mop, and wax floors of the offices, halls, and bathrooms to keep center in clean and sanitary condition
- Clean stairs, bathroom toilets, washbowls and wall tiles
- Remove all trash from garbage and trash receptacles; clean containers as needed
- Clean and replace light bulbs
- Clear snow from entrances and walkways
- Clean air conditioning filters
- Keep records of supply inventory needed for center

- Inform director of supplies needed, repairs, and replacements
- Other related duties as assigned

HOW TO APPLY:

Submit a resume and thoughtful cover letter, outlining how your skills & experience meet the position you are applying for. Also provide us with three professional references that we can contact (at least one should be from a former supervisor) with the subject header “**Custodian**” to both Rosalie Moran at rmoran@grandsettlement.org and to Jason Cotto at jcotto@grandsettlement.org

EOE

No phone calls, please.

If selected for this position, applicant must obtain NYC Dept. of Health fingerprint clearance and State Central Registry (SCR) clearance (fees may apply); ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment.