

Custodian

The Custodian under the direct supervision of the Superintendent and Area Property Manager is responsible for cleaning and upkeep of the buildings assigned, perform general repairs, preparing vacant units of buildings managed by St. Nicks Alliance to operate within Local and State compliance and regulations. **The Custodian must be able to lift up to 50 lbs., go up and down the stairs, and climb a 6 ft. ladder.**

Responsibilities:

1. Performs daily cleaning tasks to maintain the building up to code, in high-standard sanitary conditions free of trash, graffiti, and clearing walkways; to include but not limited to common areas: interior (community room, lobby, office, and all other public areas) and exterior (parking lots, sidewalk, street 18" from the curb, back & side yards and other areas within the property bounds).
2. Preserve interior floors and walkways of public areas by mopping, sweeping, vacuuming, waxing/stripping, and buffing floor with machine when needed.
3. Wipe down and clean accessible interior and exterior walls, doors, covers, windows, and dust furniture and light fixtures.
4. Clean, sanitize, and replenish restroom supplies and dispensers.
5. Empty trash cans, replace bags, take out rubbish for collection in common areas and for special events.
6. Participate in the preparations, set-up, and take-down of property functions.
7. Perform basic building repairs, electrical, plumbing, and carpentry tasks such as but not limited to the following: change light bulbs, unclog drains, fix faucets, and patch holes.
8. Assist the Superintendent in the installation of vanity mirrors, cabinets, and windows valances.
9. Paint public areas and/or apartments.
10. Removal of snow or ice from sidewalks and exterior walkways. Scatter salt (if necessary) as indicated in preventive maintenance protocol.
11. Assist in "make-ready" of vacant units including but not limited to: apartment cleaning, trash-out, cleaning appliances, and minor repairs: patch small holes, painting, flooring, and surface repairs.

Compensation: beginning at \$17.50 per hour, commensurate with experience
Competitive benefits including medical & dental, life insurance and 401K retirement.

If interested, please send resume and cover letter indicating salary requirements to:

St. Nicks Alliance
Attention: Custodian Search
2 Kingsland Ave, Brooklyn, NY 11211
Fax: 718-486-5982
Email: housingjobs@stnicksalliance.org

St. Nicks Alliance and its affiliates are Equal Opportunity Employers

St. Nicks Alliance is a 45+ year old not-for-profit community organization focusing primarily in neighborhoods of North Brooklyn. Its programs impact 17,000+ residents annually in the areas of: Housing Development and Management; Tenant Assistance; Workforce Development; Youth and Education; Economic Development and Eldercare.