

## **Full-Time Custodial/Janitor/Maintenance Worker**

St Nicks Alliance's Facilities Management Office seeks a Full-Time Custodial/Janitor/Maintenance Worker. This position performs general cleaning, and upkeep of the buildings/sites assigned. The position supports services to clients by preparing facilities to receive staff that provides services to clients. This position reports to the Maintenance Supervisor.

### **Key responsibilities include:**

- Cleans all rooms, hallways, restrooms, staff lounge, kitchenettes, offices, stairways and windows.
- Use brooms, mops, cleaning chemicals and equipment to ensure cleanliness.
- Dusts all furniture and equipment on a regular basis.
- Cleans all drains, including the ones in the roof on a monthly basis.
- Ensures safety and cleanliness on the roof.
- Washes/cleans walls, ceilings, wood furniture, windows, air vents, and doors.
- Empties wastebaskets and takes out trash adhering to department of sanitation's rules on a daily basis or schedule.
- Replenishes restroom supplies and other dispensers.
- Organizes/maintains furniture in open spaces, meeting rooms.
- Clears snow from entrances and sidewalks as needed.
- Picks up and delivers supplies and materials to classrooms, the kitchenette and offices.
- Follows all applicable safety rules and procedures.
- Opens/closes entrances according to security procedures.
- Reports work completed verbally and in writing via weekly inventory and log reports.
- Maintains appropriate inventory supplies and equipment every three month ordering cycle.
- Assists in fire drills.
- Maintains a clear and open communication with the Facilities team.
- Attends team meetings as needed.

**Work Hours:** Monday thru Friday from 8am to 4pm. Overtime may be available.

**Starting hourly rate:** \$20.00 and commensurate with experience competitive benefits including medical & dental, life insurance and 401K plan.

### **Other Requirements and Education:**

- Proven 2 years minimum work experience in maintenance field; an eye for detail; excellent communication and interpersonal skills; computer knowledgeable.
- High School Diploma
- Position starts September 3, 2024.

**Please send resume and cover letter indicating salary requirements to:** Herlinda Boleaga Martinez, Facilities Administrative Assistant, at [boleagah@stnicksalliance.org](mailto:boleagah@stnicksalliance.org)

St. Nicks Alliance and its affiliates are Equal Opportunity Employers. St. Nicks Alliance is a 49 year old outcomes driven not-for-profit community organization focusing primarily in neighborhoods of North Brooklyn. Its services impact 17,000+ people annually in the areas of Affordable Housing, Workforce Development, Youth and Education, and Eldercare.