Job Title: Custodial Assistant  
Location: Brooklyn College Student Center  
Full/Part-Time: Full-Time

Brooklyn College Student Services Corporation invites applications for a full-time Custodial Assistant position in the Student Center. The Student Center is a meeting complex open to students, faculty, staff, and businesses in and around Brooklyn. We have flexible meeting spaces that can accommodate meetings, workshops, receptions, lectures, seminars, conferences, and more.

Reporting to the Assistant Director of Operations and Associate Director of Student Center, the Custodial Assistant will be responsible for performing a variety of cleaning tasks, minor repairs, and general labor tasks to create and maintain a safe, clean and orderly environment for our students, faculty, staff and the general public. The ideal candidate will be experienced in a custodian role and will have great physical endurance to cover a large space. This position will require you to work a flexible 40 hours per week from 2:30 pm to 11 pm, with evenings and weekends required.

General Duties includes but are not limited to:

- Sweeps, damp mops, and wet mops office floors, corridors, lobbies, stairway, and other assigned floor areas.
- Scrubs floors with an electric machine; waxes and polishes floors.
- Cleans and sanitizes all restroom facilities including toilets, sinks, mirrors, and floor; replenishes restroom supplies.
- Use sanitizing agents and disinfectants in appropriate areas.
- Cleans, dusts and washes walls, windows, and window coverings such as blinds, which may involve lifting arms above shoulder level.
- Vacuums and cleans rugs, carpets, and upholstered furniture.
- Dusts and polishes furniture and metal work.
- Cleans mirrors and glass in bookcase and doors.
- Trash and recycling collection and removal.
- Washes electric light fixtures.
- Sweeps and washes sidewalks and lower portion of buildings with brush and hose; removes snow from sidewalks.
- Replaces light bulbs and fuses.
- May occasionally operate an elevator and move furniture.
- Reports broken or damaged equipment.
- Observes safety and environmental health precautions as directed.
- Puts up safety warnings and/or stanchions for wet floors or other areas for limited access during cleaning.
- Perform other related duties as assigned.

Qualifications

- Prior cleaning experience required.
- Knowledge of use and maintenance of industrial cleaning equipment and appliances.
• Strong attention to detail.
• Ability to lift, carry, push, and pull heavy objects.
• Ability to work independently and as a team.
• Ability to work in a multicultural environment.
• Must be able to work 40 hours per week from 2:30pm-11pm (evenings/weekends required).
• High School diploma or GED preferred.

Compensation and Benefits
$15.61 per hour.

Health insurance benefits are available (including dental and vision), and after 1 year of service 403(b) retirement plan via TIAA. This is a student-fee funded position, not City University of New York.

How to Apply
Please email a resume and three references (name, phone number, and email address) to bcstudentcenter@brooklyn.cuny.edu.

Closing Date
January 21, 2022

EEO/AA/Vet/Disability Employer.