



SUNNYSIDE COMMUNITY SERVICES, INC.

JOB ROLE

Custodian – Full time (35 hours per week)

Reports to: Facility Services Manager and Program Director

Salary: \$20.00 to \$21.97 hourly (Non-Exempt)

SUMMARY:

Perform various tasks and functions to maintain the facility and program space by providing housekeeping, grounds keeping, and minor repair services. Ensure facility space is kept clean, orderly, and free of hazards for staff, program participants, and visitors. Understand and follow agency facility maintenance policies, procedures, goals, and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Including but not limited to:

- Sweep/clean sidewalk in front of building, exterior façade, and remove obstructions from walkways.
- Clean, mop, and replenish supplies in bathrooms.
- Gather, condense, breakdown, and properly dispose of trash and recycled items for nightly removal.
- Dust, polish and wipe furniture.
- Vacuum carpets and rugs when applicable.
- Clean and set up center/classrooms (tables and seating) for scheduled programs, meetings, etc., as instructed by supervisor
- Inform/email supervisor of any needed repairs and/or safety related issues such as cracks, damaged floors, and ceiling tiles.
- Seal, wax, and polish floors using heavy industrial powered buffers.
- Perform seasonal tasks such as snow removal and painting when needed.
- Participate in Safety and Evacuation exercises.
- Perform other duties as assigned.

QUALIFICATIONS:

- 1 year of facility / custodian experience.
- Must be dependable, reliable and punctual.
- Well organized, patient, and able to cope with pressure.
- Perform daily assignments timely and effectively.
- Ability to multitask, problem solve, follow direction, and be detailed oriented.
- Knowledge of light plumbing is a plus.
- Basic computer skills.
- Flexibility to work at other organization locations within four (4) hours' notice.
- Flexibility to cover different shifts which may require weekend hour or additional/overtime hours.

PHYSICAL REQUIREMENTS:

- Ability to stand, walk, bend, climb ladders, stairs, pull, push, or lift moderate sized objects (up to 25 lbs).

SCS offers an Excellent Benefits Package:

Comprehensive medical, dental, and vision insurance

403B pension plan with employer contribution

Flexible spending account and transit checks, Employee Assistance Program

20 days of paid vacation and 12 paid sick days paid holidays

Five personal/floating days Life insurance

Long-term disability

How to Apply: Please forward resume and cover letter to Melissa Vitale, mvitale@scsny.org

All positions at Sunnyside Community Services are filled without regard to race/color, religion/creed, national origin, age, sex/gender, sexual orientation, gender identity or expression, disability, pregnancy-related condition or lactation, military/veteran status, marital status, familial status, caregiver status, sexual or reproductive health decisions, height, weight, status as a victim of domestic violence/stalking/ sex offenses, predisposing genetic characteristic, immigration or citizenship status, prior arrest or conviction record, credit history, salary history, unemployment status, pre-employment marijuana testing, union affiliation/activity, or for reporting or opposing discrimination on these bases or for reporting or opposing violations of workplace health and safety, pay equity or practices, or for participating in any internal or any legally protected status listed in the New York City Human Rights Law (NYCHRL). All are encouraged to apply.

Sunnyside Community Services strives to address, explore, and educate all our stakeholders about the diversity of human experience and to advance and integrate racial equity and social justice into all organizational policies and programs. We believe that everyone, regardless of who they are or what they do for the organization, should feel equally involved and supported.

Sunnyside Community Services represents a commitment to considering the whole person and how systemic barriers and access to opportunities can affect their well-being.

For more information about Sunnyside Community Services, please visit the website at www.scsny.org

Equal Opportunity/Affirmative Action Employer