

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association, established in 1895, is the largest social service agency in East Harlem. The agency provides child care, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has approximately 400 dedicated employees who work from 14 different sites to serve over 13,000 local residents each year. In addition, one related entity – Union Settlement Federal Credit Union – offers complementary programs and services to the community. For additional information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Custodian
Department: Early Childhood Education
Reports to: Educational/Site Director
Hours: Full-Time

Responsibilities:

- Sweep and mop floors of classrooms, offices, halls, kitchen, and bathrooms of center daily. Wax floors and perform additional cleaning duties monthly, as assigned.
- Clean bathrooms including all fixtures, toilet, washbowls, and wall tiles.
- Clean kitchen exhaust fan monthly and range hood every three months, or as assigned.
- Clean stairs, walkways, and play yards daily.
- Clean all walls and light fixtures in center. Replace light bulbs as needed.
- Clean roof as needed and/or assigned.
- Remove garbage and clean trash containers.
- Clean children's cots on a monthly basis or as assigned.
- Assemble furniture and equipment for classrooms and offices.
- Maintain inventory of cleaning and sanitary supplies. Order cleaning and sanitary supplies on a regular basis after obtaining approval for each order from Educational/Site Director.
- Maintain all cleaning equipment.
- Unpack and store supplies.
- Expedite NYCHA and management repair tickets.
- Repair and paint play yard and classroom equipment and furniture as needed.
- Repair equipment in center as needed.
- Paint sections of center when necessary in response to normal wear and tear or repairs.
- Additional duties as assigned by the Educational/Site Director, the Assistant Director of Early Childhood Education, and the Director of Early Childhood Education.

Qualifications:

- High School Diploma or HSE.
- Demonstrated custodial experience.
- Ability to follow written work schedules.

- Ability to keep inventory of cleaning and sanitary supplies and order supplies as need.
- Good organizational ability, time management, and interpersonal skills.
- Good written and oral communications skills.
- Successful Department of Investigation and State Central Registry clearances required.
- A dedicated work ethic.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- A strong desire to help improve the lives of the residents in the East Harlem community.
- Bilingual (English/Spanish) a plus.

To Apply:

Please send Cover Letter, Resume, Salary Requirements, Writing Samples, and References to:
hr@unionsettlement.org

Please indicate Custodian in subject of e-mail.

Position posted in-house: April 14, 2015

Position posted publicly: April 21, 2015

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER