

Coalition for Hispanic Family Services
Community Center Programs
Job Description

Position Title: Custodian

Program: Cornerstone Community Centers

Reports to: Site Director

Date Available: July 1, 2019

Deadline to apply: Open Until Filled

To apply: Submit a resume and cover letter with qualifications to Amanda Palley-Quñones, Director of Community Center Programs, at apalleyquinones@hispanicfamilyservicesny.org

AGENCY SUMMARY

The Coalition for Hispanic Family Services is a non-profit community-based organization serving children and families of North Brooklyn and Queens. Services include foster care, adoption, youth development, family support, mental health, internships, community building and after school education.

PROGRAM SUMMARY

CHFS's Cornerstone and Beacon centers are educational, recreational, and social community center programs located in the Williamsburg and Bushwick neighborhoods of Brooklyn. The centers offer free and fun summer camp, evening and weekend programs that prioritizes family and community, and focuses on building values, skills, and relationships through a strengths-based approach.

POSITION SUMMARY

The Custodian position may be full- or part-time, depending on availability and need.. The Custodian is responsible for the overall cleaning, upkeep, and maintenance of the Community Center facility and grounds.

ROLE AND RESPONSIBILITIES

- Conduct a daily walk-through of the center and its surrounding areas for trash pick-up and maintenance of grounds.
- Sweep and mop center floors daily and ensure that all bathrooms are clean
- Clean kitchen areas: oven, refrigerator, and snack areas.
- Clean walls, windows, furniture and supplies as needed.
- Take out the trash, break down boxes, and wash trash cans.
- Clean front entrances, door frames and windows.
- Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
- Report any decline in cleaning and maintenance materials.
- Assist in the overall maintenance of the center.
- Clean, rake and sweep grounds; cut and trim shrubs and grass as needed
- Possess an ability and willingness to work in different capacities and travel to different sites if needed.
- Complete any tasks deemed necessary by the Director.

QUALIFICATIONS

High School diploma is necessary. A flexible schedule is required during evenings and weekends.