



POSITION ANNOUNCEMENT

Position: Custodian/Maintenance Worker

Reports to: Facilities Manager

Function: Responsible for cleaning and maintenance of physical plant

Tasks:

- Cleans physical plant including office areas, bathrooms, kitchens, resident rooms, lounges, mechanical areas, elevators, stairways (windows, blinds, floors, walls, baseboards, doors, furniture)
- Buffs floors
- Cleans and maintains equipment/appliances (refrigerators, air conditioner units, etc.)
- Cleans and organizes supply and resident storage areas
- Performs snow removal
- Alerts supervisory personnel to furniture and appliance issues
- Performs light maintenance and preventive maintenance
- Alerts Program Director and supervisor to maintenance problems
- Assist with client move-ins and move-outs
- Attends support staff meetings
- Is on call for emergencies
- Duties as assigned by supervisor

Qualifications:

Able to lift at least 50 pounds, move furniture, carry equipment and climb stairs with ease.
Ability to work well with others.

Salary: \$30,000 plus generous benefits

Email a resume, cover letter and contact information for 3 professional references to:

Sharon Royer
Director, Human Resources and Information Management
Email: sroyer@acmhny.org

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