



Presbyterian Senior Services

POSITION: Senior Center Custodian

Make a difference in the lives of New York City's older adults, their families and the community. For over 50 years PSS has performed vital and important work -- through its nine centers, two senior apartment buildings, caregiver support services, and affiliated programs, the agency touches the lives of over 1,000 people a day. As the Custodian of one of senior centers, you will be responsible for the general cleanliness of the facility, specifically the cleanliness of the floors and the general maintenance of the center's offices, dining room, bathrooms, kitchen, storage and public areas. The Custodian's role is vital in ensuring that the center is a physically welcoming and a safe place for all members and visitors.

This is a full-time non-exempt position that reports directly to the Senior Center Director.

Starting Salary: \$11 - \$13 per hour.

Responsibilities:

- Maintain the cleanliness of the center at all times including bathrooms, kitchen, offices and all common areas.
- Sweep, mop, strip and wax the floors.
- Supervise WEP worker and volunteers assisting custodian
- Move and replace furniture as needed.
- Clean large and small appliances and equipment
- Remove dust from ventilation ducts and change light bulbs.
- Clean and wash fans.
- Remove garbage daily and wash all garbage cans/containers including individual waste baskets
- Clear entryway of snow or debris for safe access to center
- Restock and keep custodial supplies and storage area in order
- Notify Director of supplies needed
- Communicate with supervisor and other staff in a timely fashion and meet all required deadlines
- Perform minor repairs.
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- Submit required reports in a complete and timely fashion

- Actively pursue and take full advantage of opportunities for professional growth and development. Follow and subscribe to professional development resources (i.e. e-newsletters, professional social media, national aging websites, etc.)
- Comply with PSS Personnel Policy & DFTA Regulations
- Other duties assigned by supervisor

Qualifications and Experience:

- Associate's Degree a plus
- Excellent Interpersonal and Organizational Skills
- Strong computer skills, proficient with Microsoft Office
- Excellent communication skills (written and oral)
- Experience working with Older Adults a plus
- Bilingual fluency (English/Spanish) desirable

Professionalism and other qualities:

- Ability to work well independently and on a team
- Maturity and good judgment in relating to peers, partners, and families
- Ability to work with people from diverse backgrounds
- Availability, dependability, and willingness to be flexible
- Demonstrated ability to solve problems and think strategically