

## **Seasonal Custodian, Facilities**

**Department:** Facilities

**FT/PT:** Full-Time, Seasonal

**Job Status:** Non-Exempt

**Reports to:** Facilities Supervisor

### **KEY RESPONSIBILITIES**

The Custodian is part of the Facilities team reporting to the Facilities Supervisor. This is a full-time position (through December) that requires weekend work. The Custodian will work with a diverse team to achieve the highest standards of cleanliness in buildings and public restrooms on the Island.

Responsibilities include:

- Maintain assigned locations according to daily task lists and schedules, reporting any maintenance issues.
- Maintain a high standard of cleanliness of in Trust-operated facilities, including but not limited to public terminals, bathrooms, hallways and stairs, drinking fountains, and other locations as assigned.
- Dust furniture, equipment, partitions, walls, etc.
- Clean and disinfect sinks, countertops, floors, toilet, mirrors, tables, chairs, refrigerators, microwaves, etc in restrooms, break rooms and/or kitchenettes.
- Replenish supplies in restrooms, break rooms and kitchen.
- Sweep, mop, vacuum and/or hand scrub floors using brooms, mops and vacuum cleaners Use cleaning products and cleaning techniques according to manufacturer's instructions.
- Comply with all safety policies and procedures relating to performance of tasks, use of products or supplies and incident reporting.
- Report and remove graffiti.
- Maintain and report on inventory of custodial supplies.
- Empty trash cans and recyclables into appropriate locations.
- Wipe down walls and woodwork, doors, wall hangings, baseboards, etc.
- Quickly respond to spills, bathroom malfunctions, potential hazards, etc.
- Work collaboratively with all team members to accomplish daily assignments and tasks in a timely manner.
- Collaborate with contracted specialists to perform seasonal or specialty tasks.
- Perform snow removal and ice mitigation on paths, entrances, and other hard surfaces with physical labor to provide appropriate levels of access.
- Act as an ambassador for Governors Island, answering questions from visitors and providing direction to amenities.
- Other duties, as assigned.

### **Education:**

- High School Diploma or GED

**Experience:**

- Prior experience in maintenance and/or janitorial work.
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**Skills and Abilities:**

- Familiar with all aspects of cleaning.
- Must be extremely dependable, punctual, detail-oriented, and a good communicator with staff and public alike.
- Ability to maintain a regular schedule of maintenance and cleaning tasks on a daily, weekly, and monthly basis.
- Hardworking, energetic, self-motivated and dedicated to the details.
- Availability to work early morning or late evening shifts, in addition to weekends and holidays.
- Ability to perform physical labor, transporting or lifting equipment weighing up to 50 lbs.
- Driver's license.

**ABOUT THE TRUST FOR GOVERNORS ISLAND**

The Trust for Governors Island (The Trust) is a nonprofit corporation created by the City of New York. It is responsible for the redevelopment and operation of 150 acres of Governors Island. The Trust's mission is to transform Governors Island into a vibrant resource for New York City, making this Island at the center of New York Harbor a destination with extraordinary public open space, as well as educational, not-for-profit and commercial facilities. For more information, visit [www.govisland.org](http://www.govisland.org).

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered employment with the Trust, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the Trust.

The Trust for Governors Island does not discriminate on the basis of age, color, disability, genetic information, marital status, membership in an employee organization, military service, national origin, parental status, political affiliation, race, religion, sex (including gender identity), sexual orientation, sexual and other reproductive health decisions, or other non-merit factor.