

Custodian, Operations

Department: Operations

FT/PT: Full-Time

Job Status: Non-Exempt

Reports to: Senior Director of Property Strategy & Management, Operations

KEY RESPONSIBILITIES

The Custodian is part of the Operations team reporting to the Senior Director of Property Strategy & Management. This is a full-time position that requires evening and 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 in Trust-operated and public-facing facilities, including but not limited to ferry terminals, bathrooms, entryways, hallways and stairs, drinking fountains, and other locations as assigned.
- Dust furniture, equipment, partitions, walls, window frames, etc.
- Clean and disinfect sinks, countertops, floors, toilets, mirrors, tables, chairs, refrigerators, microwaves, etc. in restrooms, break rooms and kitchens.
- Replenish supplies in restrooms, break rooms and kitchens.
- 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 and proper safety protocols.
- Clean interior and exterior windows, as assigned.
- Wipe down walls and woodwork, doors, wall hangings, baseboards, etc.
- Quickly respond to spills, bathroom malfunctions, potential hazards, etc.
- 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, recyclables and compostables into appropriate locations and consolidate for transport.
- 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 as needed 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.

QUALIFICATIONS

Education:

- High School Diploma or GED

Experience:

- Prior experience in maintenance and/or janitorial work.

Skills and Abilities:

- Valid driver's license.
- 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.

Salary: \$21.83 per hour

TO APPLY

Please send a cover letter and resume as a single PDF document to jobs@govisland.org with "Custodian" in the subject line. No phone calls please.

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.

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 realize the full potential of Governors Island, demonstrating a bold vision for public space. For more information, visit www.govisland.org