

SMEL | Stimulating Minds through Entrepreneurship and Leadership

JOB DESCRIPTION

POSITION:	Maintenance/Custodian
DEPARTMENT:	Youth Services
LOCATION:	115-15 Farmers Blvd, St. Albans, NY 11412
REPORTS TO:	Assistant Director
SALARY:	\$42,000 annually
SCHEDULE:	10:00 am – 6:00 pm (Monday – Friday) and some occasional weekends. This position is performance based and is also contingent on funding availability.
JOB SUMMARY:	Performs routine and extensive preventative maintenance and repair procedures in the community center including mechanical equipment and utility systems.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma or equivalent (GED) required
- Candidate must be very responsible; organized & demonstrate positive communication skills.
- Ideal candidate is personable, energetic, & enthusiastic.
- Candidate must successfully complete the following: NYSDOH Fingerprinting Screening; New York State Clearance Review Background Check; 3 Reference Check; Physical w/ updated TB Test (*Fees may apply*)
- If offered the position, must submit \$25 fee for NY State Clearance Review
- Candidates must be able to communicate effectively with all staff and participants while remaining professional at all times
- Must demonstrate timeliness, attendance and most importantly, professionalism.
- The skills and knowledge required would generally be obtained with previous experience in building cleaning and maintenance work.
- Ability to apply common sense understanding to carry out detailed but uninvolved oral or written instructions.
- Ability to relate to officials, staff and public in a courteous manner.
- Ability to acquire job skills with three months of on-the-job training.
- Ability to lift and carry objects weighing from 15 to 25 pounds.
- Ability to work occasionally in poor weather conditions, including heat, cold, rain, or snow.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receives oral or written orders from the Program Director or Assistant Program Director.
- Performs work according to standard procedure and by center's operational schedule.
- Cleans rooms, hallways, restrooms, supply rooms, offices, stairways, windows and cleans outside grounds on an as needed basis.
- Uses brooms, mops, and floor equipment to sweep, mop, strip and wax floors.
- Uses vacuum cleaners to clean rugs, carpets, upholstered furniture and blinds.
- Dusts furniture and equipment.
- Washes walls, ceilings, woodwork, windows, doors and sills.
- Makes minor carpentry, electrical, mechanical and plumbing repairs.
- Performs touch up and finish painting.
- Empties wastebaskets.
- Replenishes restroom supplies and cleans restrooms.
- Replaces light bulbs.
- Sets up and tears down chairs, tables and equipment in meeting rooms, and function rooms.
- Clears snow from entrances and walkways.
- Picks up and delivers supplies and materials to rooms.

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- Follows all applicable safety rules and procedures.
- Reports work accomplished orally or on written work order to PD or AD.
- Other duties as assigned.

EOE

HOW TO APPLY:

Please submit a cover letter, outlining how your skills & experience meet the specific components you are applying for, and your resume. Also provide us with three professional references that we can contact (at least one should be from a former supervisor) with the subject header "Maintenance/Custodian" to careers@smelny.org. No phone calls, please.

Please be advised that job offers can only be made once your clearances come through