

## Job Description

<b>Job Title:</b>	Custodial Assistant (Multiple Positions)
<b>Job ID:</b>	17966
<b>Location:</b>	Hostos Community College
<b>Full/Part Time:</b>	Full-Time
<b>Regular/Temporary:</b>	Regular

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### GENERAL DUTIES

Under supervision, performs work of ordinary difficulty in cleaning public buildings and their immediate grounds; performs related light labor.

There is no Assignment Level for this position. All personnel perform related work. This specification describes typical assignments; related duties may be assigned as needed.

- Sweeps, damp mops, and wet mops office floors, toilets, corridors, lobbies, and other assigned floor areas.
- Cleans washbasins and other toilet room facilities.
- Washes walls by hand with a brush or by using an electric machine.
- Scrubs floors with an electric machine; waxes and polishes floors.
- Hand scrubs stairs and stair landings.
- Empties waste basket and disposes of refuse.
- Vacuums and cleans rugs, carpets, and upholstered furniture.
- Dusts and removes and cleans window coverings such as blinds.
- Performs shoulder high dusting of walls.
- Dusts and polishes furniture and metal work.
- Cleans mirrors and glass in bookcase, doors, and restrooms.
- Washes electric light fixtures.
- Replenishes bathroom supplies in toilets.
- Sweeps sidewalks and removes snow from sidewalks; washes sidewalks and lower portion of

buildings with brush and hose.

- Replaces bulbs and fuses.
- Attends a low pressure heating plant.
- May occasionally operate an elevator, move furniture, or act as watch person.
- Reports broken equipment.
- Observes safety and environmental health precautions as directed.
- Puts up safety warnings and/or stanchions for wet floors or other areas for limited access during cleaning.
- Sorts refuse for recycling.
- Cleans small kitchens and/or coffee service areas.

**CONTRACT TITLE**

Custodial Assistant

**FLSA**

Non-exempt

**CAMPUS SPECIFIC INFORMATION**

Hostos Community College is seeking applications for multiple positions to perform tasks as described in the General Duties section.

Campus Operations is responsible for maintaining the buildings and grounds of Hostos Community College; keeping facilities in working order and providing a comfortable working and learning environment. As part of Campus Operations, the custodial unit is responsible for the cleaning of all campus property, including buildings, sidewalks and parking lots.

This position serves as an essential staff member and is required to work during extreme weather, snow storms and/or College's emergencies. Prospective candidate needs to be available to work evening hours and weekends.

**MINIMUM QUALIFICATIONS**

There are no formal education or experience requirements.

There are certain medical and physical requirements as established by University management.

**OTHER QUALIFICATIONS**

Preferred Qualifications:

- One year of full-time work experience performing tasks as described in the General Duties section.
- Part-time experience at least 20 hours per week may be prorated and credited instead of 35 hours worked week. Part-time experience of less than 20 hours per week will not be considered, no exceptions.
- Demonstrated English language proficiency, including the ability to speak, read, write and understand English language well enough to meet minimal acceptable performance standards set for job duties.

## **COMPENSATION**

New Hire: \$29,279\*

Incumbent: \$33,084

\*This amount reflects a 13% salary suppression in effect for the first 24 months of employment only.

## **BENEFITS**

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans.

Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

## **HOW TO APPLY**

If you are viewing this job posting in CUNYFirst, click on "Apply Now" on the bottom of this page and follow the instructions.

If you are viewing this job posting externally, please apply as follows:

- Go to [www.cuny.edu](http://www.cuny.edu) and click on "Employment"
- Click "Search Job Listings"
- Click on "More Search Options"
- Search by Job Opening ID number: 17966
- Click on the "Apply Now" button and follow the instructions.

Please upload your cover letter, resume and the names of three references as one document in any of the following formats: doc, .docx, .pdf, .rtf, or text format.

## **CLOSING DATE**

January 26, 2018

## **JOB SEARCH CATEGORY**

CUNY Job Posting: Support Staff

## **EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

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