

## Custodian

The Custodian under the direct supervision of the Superintendent and Area Property Manager is responsible for cleaning and upkeep of the buildings assigned, perform general repairs, preparing vacant units of buildings managed by St. Nicks Alliance to operate within Local and State compliance and regulations. **The Custodian must be able to lift up to 50 lbs., go up and down the stairs and climb a 6 ft. ladder.**

### **Responsibilities:**

1. Performs daily cleaning tasks to maintain the building up to code, clean, in high-standard sanitary conditions free of trash, graffiti and clear walkway; to include but not limited to common areas interior (community room, lobby, office and all other public areas) and exterior (parking lots, sidewalk, street 18" from the curb, back & side yards and other areas within the property bounds).
2. Preserve interior floors and walkways of public areas by mopping, sweeping, vacuuming, wax/strip and buffing floor with machine when needed.
3. Wipe down and clean accessible interior and exterior walls, doors, covers, windows and dust furniture and light fixtures.
4. Clean, sanitized and replenish restroom supplies and dispensers.
5. Empty trash cans, replace bags; take out rubbish for collection in common areas and for special events.
6. Participate in the preparations, set-up and take-down of property functions.
7. Perform basic building repairs, electrical, plumbing and carpentry tasks such as but not limited to the following: change light bulbs, unclog drains, fix faucets, and patch holes.
8. Assist the Superintendent in the installation of vanity mirrors, cabinets and windows valances.
9. Paint public areas and/or apartments.
10. Removal of snow or ice from sidewalks and exterior walkways. Scatter salt (if necessary) as indicated in preventive maintenance protocol.
11. Assist in "make-ready" of vacant units including but not limited to: apartment cleaning, trash-out, cleaning appliances, minor repairs: patch small holes, painting, flooring and surface repairs.

**If interested, please send resume and cover letter indicating salary requirements to:**

St. Nicks Alliance  
Attention: Ms. Angie Sanchez, Director of Asset & PM  
2 Kingsland Ave, Brooklyn, NY 11211  
Fax: 718-486-5982  
Email: [housingjobs@stnicksalliance.org](mailto:housingjobs@stnicksalliance.org)

### **. St. Nicks Alliance and its affiliates are Equal Opportunity Employers**

St. Nicks Alliance is a 40 year old not-for-profit community organization focusing primarily on the neighborhoods in North Brooklyn. Its programs impact more than 10,000 residents annually in the areas of: Housing development and management; Tenant assistance; Workforce Development; Youth and Education; Economic Development and Healthcare.