

<b>Job Title</b>	Custodial Assistant - Hourly (Multiple Vacancies)
<b>Job ID</b>	28546
<b>Location</b>	Borough of Manhattan CC
<b>Full/Part Time</b>	Part-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**

The Borough of Manhattan Community College (BMCC) is a vibrant, pluralistic learning community committed to students' intellectual and personal growth. The College bridges the economic and educational opportunity gap for students, more than half of whom are the first in their families to attend college. Working to strengthen a culture of care inside and outside the classroom, we share a passion for learning with students from around the world. Strategically located in downtown Manhattan the College is in close proximity to the artistic communities of Tribeca and SoHo, the dynamic downtown financial district, and the center of New York City government at City Hall. BMCC prides itself on the diversity of our students. We are an inclusive community that promotes an atmosphere of mutual respect for each member's ethnicity, gender, age, disability, religion, political preference, sexual orientation, gender identity, and national origin, among other personal characteristics. BMCC's motto speaks to this common sense of purpose and possibility: Start Here, Go Anywhere. We strive to increase degree completion, successful transfer, career achievement, and service and leadership within our community, New York City, and beyond.

This is a part-time position.

In addition to the duties and qualifications previously outlined:

- This position is designated as 'Essential Personnel', which requires the employee to report to work during emergencies even when the college operations are suspended and as directed by the college management.
- This position is subject to the shift assigned which may change from time to time in accordance with the needs of the college as determined by their supervisor.
- Evening and Weekend hours may be required.
- The position is rotated in 3 shifts.

## **MINIMUM QUALIFICATIONS**

There are no formal education or experience requirements.

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

## COMPENSATION

New Hire \$18.54/hour

## 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

Candidates should provide a CV/resume using our online recruiting system CUNYFirst at <https://cuny.jobs/>.

## CLOSING DATE

Open until filled.

## 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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