

JOB ANNOUNCEMENT

Assistant Part Time Custodian

Must have knowledge of basic repairs and use of equipment used to maintain premises; e.g. wet- vac, snow blower, hand-drill and other equipment
Organizational skills needed to maintain stock-rooms and custodial cleaning station in an orderly manner. Ability to lift heavy objects
Ability to assemble equipment and furnishings
Participate with snow/ice removal as required

Assist Lead Custodian with duties as follows:

- Removal of garbage
- Light electrical, plumbing and carpentry repair-work
- Clean bathrooms
- Vacuum and sweeping hallways, offices and other areas of facility
- Perform other tasks as required
- Part Time Position - 25 hours per week

Education and Qualifications:

High School diploma or General Education Diploma.
Ability to qualify for a New York City Fire Department Fire Safety Fitness Certificate. Ability to supervise maintenance workers assigned to site. Ability to work with elderly people.

The **Jamaica Service for Older Adults, Inc., (JSPOA)**, is a human service agency servicing elders and their families. The Assistant Custodian, reports to the Lead Custodian and is responsible for the daily maintenance of the facility. This is a DFTA funded program designed to provide quality services to all eligible senior clients.

Please forward resumes to:

employment@jspoa.org

Or

Fax to: Attention: Human Resource Department 718-657-6756