Custodial Assistant (Hourly) - Multiple part-time positions
Facilities Management

Job ID:                12633
Job Title Name: Custodial Assistant
Contract Title: Custodial Assistant
Position Type: Regular/Full-Time
Closing Date: Reopened: Continuous recruitment - open until filled with review of resumes to start 1/4/16
Compensation: New Hire: $12.70/hr*
               Incumbent: $14.35/hr
               *This amount reflects a 13% salary suppression in effect for the first 24 months of employment only.
College website: http://www.jjay.cuny.edu

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**

This position is designated an essential employee position. Essential employees are those required to report to work even when the University and/or College operations are suspended.

This position may require shift work due to departmental needs since the Facilities department is a 24 hour operation. Assigned shifts upon employment may be subject to change due to departmental needs.

John Jay College of Criminal Justice, a senior college of the City University of New York (CUNY), is an internationally recognized leader in educating for justice, committed to the advancement of justice and just societies. It is a public liberal arts college that enriches the entire learning experience by highlighting themes of justice across the arts, sciences, humanities, and social sciences. Located steps from Lincoln Center at the cultural heart of New York City, the College offers bachelors and masters degrees and participates in the doctoral programs of the Graduate Center of the City University of New York. John Jay College is also recognized for serving a broadly diverse student population. Under the leadership of its fourth president, Jeremy Travis, John Jay College has experienced unprecedented faculty hiring, an expansion of its curricular offerings, and the opening in 2011 of a new 600,000 square foot building complete with a black-box theatre, state-of-the-art lab space for students and faculty, a moot courtroom, and a variety of virtual learning settings.

**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: $12.70/hr *
Incumbent: $14.35/hr

*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, please click "Apply Now" below. Otherwise, go to www.cuny.edu, click on Employment, then choose Search Job Postings, then More options to search and search for this vacancy using the Job ID or Title. Once you have registered or logged in with your user name and password, upload your cover letter, resume, and the names and contact information of three professional references as one document.

CLOSING DATE
Posting is reopened
Continuous recruitment - open until all positions are filled.
Review of resumes to start January 4, 2016.

JOB SEARCH CATEGORY
CUNY Job Posting: Support Staff

EQUAL EMPLOYMENT OPPORTUNITY
We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.