

**NYC OFFICE OF THE COMPTROLLER**

**JOB VACANCY NOTICE**

<b>Title:</b>	<b>Custodial Assistant (Part-Time)</b>
<b>Salary:</b>	<b>\$15.97 per hour</b>
<b>Bureau/Division:</b>	<b>Administration/Facilities</b>
<b>Period:</b>	<b>March 8, 2016 – March 23, 2016</b>

**JOB DESCRIPTION**

The Office of the Comptroller seeks to hire a Custodial Assistant who will be responsible for the daily cleaning of general office space located throughout the agency. Custodial Assistant should display attention to detail, provide courteous customer service and possess ability to discreetly handle duties without interrupting staff. Custodial Assistant may work up to 28 hours per week and may be required to work shifts including nights, weekends, and holidays as needed.

Duties and responsibilities of the Custodial Assistant include but are not limited to:

- Performs cleaning of assigned general office space; duties include wiping and dusting desk surfaces, window sills, cubicle furniture tops, file cabinet tops, and computers;
- Performs vacuuming consistently and on a regular basis of all assigned floor space;
- Ensures conference rooms are tidy and kept neat, chairs are neatly arranged; and conference rooms are vacuumed and conference room tables are regularly wiped down;
- Cleans and disinfects countertops and sinks located within assigned pantry areas; mops pantry areas; wipes and disinfects surfaces such as the refrigerator door handles and microwave doors;
- Advises Facility Director of any conditions that may need additional attention such as carpet stains or broken chairs, etc. and/or convey any messages staff members may have for Facilities division and/or advise staff members to contact Facility Manager.
- Assists with events which include moving tables and chairs for set up and breakdown; moving boxes of materials to and from events; and attending events to provide assistance as needed;
- Assists with take down and removal of office furniture and other items for disposal; assists with re-arranging cubicle panels as required; and performs other related duties and assignments as needed.

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**QUALIFICATION REQUIREMENTS / PREFERRED SKILLS:**

- Previous cleaning experience working in an office environment;
- Ability to work independently;
- Displays a positive and helpful attitude;
- Must be reliable and punctual.

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**TO APPLY, GO TO: Employment Opportunities at [www.comptroller.nyc.gov](http://www.comptroller.nyc.gov)**

**Certain residency requirements may apply.** We appreciate every applicant's interest; however, only those under consideration will be contacted.

Vacancy notices listed as "Until Filled" will be posted for at least five work days.

<b>POSTING DATE:</b> March 8, 2016	<b>POST UNTIL:</b> March 23, 2016	<b>JVN:</b> 015/016/068R
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**The NYC Comptroller's Office is an Equal Opportunity Employer**