**FORT GREENE COUNCIL, INC**

**Title: Custodian**

**Hourly Rate: $15 an hour (non-exempt)**

**Hours Per Week: 35HPW**

**Requirements:**

* High School Diploma or Equivalency.
* Two years’ experience as a Custodian or Maintenance or Housekeeping in a commercial or social service setting.
* Must undergo criminal background check.
* Must demonstrate attention to detail, follow directions; and demonstrate effective organizational, problem solving, and time management skills.
* Must be in good health. Ability to stand long hours and lift a variety of heavy objects and or equipment.
* Must read, write and speak English.
* Must demonstrate good communications and organizational skill.
* Must have experience in basic measurements for mixing materials for cleaning; and arithmetic computations.
* Must have good interpersonal skills with staff, volunteers, and seniors.
* Must be a team player.

**Description:**

* Sweeps mops and remove dirt, and spills from applicable areas of the center.
* Cleans windows, walls, ceilings, doors, pots and pans and other equipment; dust and/or polishes furniture, and/or equipment.
* May be responsible for opening and closing the Center.
* Set up and break-down furniture and/or equipment for activities.
* Conducts a complete review of the Center’s facility in accordance with the Center’s schedule, and submits report in a complete and timely manner.
* In accordance with the Center’s schedule and procedure- removes litter and waste from the Center in an appropriate manner; and handle recycling materials.
* Strip, wax and buff floors in accordance with the Center’s established schedule.
* Cleans grease trap in accordance to the Center’s schedule.
* Maintain up-to-date inventory of applicable housekeeping/custodial supplies, and equipment, and submit to the Program Manager on a timely basis.
* Transport, stock, sign off, and assemble supplies and equipment delivered to the Center.
* Prepare and submit written supplies needs for ordering, in a timely basis.
* Shovel and remove snow, ice and debris from designated areas.
* Assist in the monitoring of individuals conduction repairs, inspections, reviewing for bidding, or repair/renovation to the facility and/or its equipment.
* Operate fire panel system and acquire all required certification and/or license.
* Perform other reasonable job duties as requested by Supervisory staff.
* Performs some repairs and maintenance of buildings by patching walls and doors, painting walls and trim, and replacing fixtures and partitions; replaces damaged ceiling and floor tiles, repairs carpet.

**Contact:** Please send resume to sarthurton@fortgreenecouncil.org.

**FORT GREENE COUNCIL, INC**

**Title: Cook (Daycare)**

**Hourly Rate: $15 an hour (non-exempt)**

**Hours Per Week: 40HPW**

**Requirements:**

* Food Handlers Certificate, High School graduate or HS Equivalency, and 1 years cooking in commercial kitchen. Highly motivated and enthusiastic individual with good English language, written and oral skills.
* Must be in good physical and mental health, and current chest x-ray and annual physical exam available. Fingerprinting and criminal background check required. SCR clearance required.
* Experience with the Child and Adult Care Food Program (CACFP).
* Experience working in a setting with infants and young children required.
* At time of hire, if minimum qualifications are not met, an educational plan must be implemented and active to remain employed.

**Description:**

* Prepare, cook and serve food according to recommended practices; Follow weekly menus made in consultation with the Director; Prepare food for children’s groups according to need; Make local purchases when necessary; Wash dishes and utensils according to sanitary practices; Keep kitchen and storeroom in a clean, sanitary and orderly condition, i.e., range, sink, refrigerator, cupboards; Keep simple inventory of food and household supplies on hand as needed; Inform Director of needs.
* Purchase food and supplies in accordance with FGC procedures, and within government regulations.
* Maintaining and posting menus, and provide for students with food allergy/medical exceptions.
* Clean and wash dishes, pots, pans and utensils according to sanitary codes and practices.
* Maintaining kitchen equipment and supplies in a clean and sanitary manner.
* Maintain and up-to date food, household supplies and equipment inventory, in accordance with FGC procedures.
* Complete all kitchen related documentation in a timely manner.

**Contact:** Please send resume to sarthurton@fortgreenecouncil.org.

**FORT GREENE COUNCIL, INC**

**Title: Program Assistant**

**Hourly Rate: $21.978 an hour (non-exempt)/ Hours Per Week: 35**

 **Requirements:**

* Associate in Arts or 60 college credits; OR High School graduate or HS Equivalency.
* At least 1-2 years in community or social services group work and recreational activities related to older adults. Experience in the use of computer (Microsoft Word, Excel, PowerPoint, and Office). Good writing skills.
* Must have good interpersonal skills with staff, volunteers, and seniors. Must be a team player.
* Knowledge of, and prior experience of service provision of benefits and entitlements for seniors and their family.
* Preferably bilingual reading, writing and speaking English-Spanish

**Description:**

* Assist the Program Manager in recruiting new seniors, establishing linkages with community resources, developing additional funding.
* Arrange for transportation services for seniors to and from the center; and other services.
* Assist the Director in program planning for health and wellness, recreational and intergenerational activities.
* Register members; perform social service follow ups, and documents activities.
* Coordinate the recreational and social activities, including guest speakers, Consultants, trips, workshops, and classes.
* Assist senior in the publication of newsletters, flyers and various Senior Advisory committees.
* Compile statistics, prepare reports, and keep attendance and other records, using computer programs.
* Comply with required DFTA and Fort Greene Council’s guidelines for programming, and documentation.
* Attend all required trainings, and staff development activities.
* Assist in the supervision of the kitchen and custodial staff.
* Represent center at meetings relevant to seniors and center activities.
* Substitute for Director in his/her absence.
* Perform other duties as required.

**Contact:** Please send resume to sarthurton@fortgreenecouncil.org.