



EVENING CUSTODIAN

About Us: Building One Community – The Center for Immigrant Opportunity is a non-profit organization established in 2011 to provide a comprehensive resource center for immigrants in the Stamford, Connecticut area. Building One Community's mission is to advance the successful integration of immigrants and their families.

Position: The **Evening Custodian** will help maintain the cleanliness and safety of B1C's Shippan Avenue facility. This non-exempt, part-time position reports to Operations Manager Valeria Verdejo and requires evening hours.

Responsibilities will include, but are not limited to:

- Clean cubicle areas, private offices, meeting rooms and common areas on first and second floors:
 - wipe desks and tables
 - dust countertops and window blinds
 - remove garbage
 - vacuum/mop floors
- Clean kitchen and bathrooms:
 - clean countertops, sinks and toilets
 - resupply paper goods
 - remove garbage
 - mop floors
- Monitor cleaning supplies and alert Office Manager as needed

Qualifications:

- Currently authorized to work in the United States
- Proficiency in English preferred
- Residential or commercial cleaning experience required
- Ability to stand, walk, climb ladders, bend and stoop for prolonged periods of time; regularly lift objects up to 25 pounds and occasionally lift objects up to 50 pounds
- Belief in B1C's mission

Schedule: Onsite 12 hours per week

- Mondays - Thursdays: 6:00 pm – 8:30 pm
- Fridays: 4:00 pm – 6:00 pm

To apply for this position, please e-mail a resume or job summary to jobs@b1c.org or contact Valeria Verdejo at 203-674-8585, extension 132.

Building One Community is an Equal Opportunity Employer