



Mary Mitchell Family and Youth Center

2007 Mapes Avenue, Bronx NY 10460

(718) 583-1765 ♦ Fax: 718-583-1064 ♦ themarymittelfyc.org

Position Title: Janitor

The Mary Mitchell Center's mission is to improve the lives of families and youth in the Crotona community of the Bronx. A central tenet of the MMC philosophy is that nurturing youth in a caring, safe, yet stimulating environment can help them to become productive citizens. Thus, the MMC's goal is to offer various programs, including afterschool and summer programs, that provide Bronx youth with academic support, leadership development, health and nutrition education, and physical fitness and artistic development. Each program includes social skills and mentoring components integrated into the curriculum. The MMC seeks to help Bronx youth find alternatives to negative peer influences; pursue educational excellence; make positive life choices; and display appropriate social skills.

Janitor Job Description: Part-Time: 20-25 Hours a Week

Mondays - Fridays – 3:00 pm – 6:00 pm

Janitor to complete routine cleaning of the site, including the following:

- Disinfect commonly used items like desks, tables, chairs, and door handles
- Maintain cleaning inventory
- Act as an active floater across all classrooms, preparing them while transitions occur
- Maintain outdoor grounds (place outdoor supplies & equipment in their designated area)
- Make sure classroom boards are wiped at the end of each day
- Supporting group leaders with upkeep while activities are active, i.e., spills or messes that occur during activities
- Place any clothing materials in the lost and found bin
- Assist with weekly kitchen inventory/supplies via notebook log
- Assist with supper-time operations i.e., bringing down large pots and pans, gathering supper produce supplies needed by the chef, assisting with prepping carts with meals for Group Leaders.
- Use broom and pan to sweep and dispose of trash
- Report plumbing, electrical, and other visual concerns with Program Director
- Notify supervisors of unsafe conditions



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Qualifications:

- 18 Years or older
- Background check and fingerprints done and completed before employment.

Must be available to work on the below selected holidays from 8 am – 6 pm.

Mandatory Working Holidays
Monday, September 21, 2026 – Yom Kippur
Monday, October 12, 2026 – Italian Heritage/Indigenous Peoples Day
Wednesday, November 11, 2026 – Veterans Day
Monday, January 18, 2027 – Rev. Dr. Martin Luther King Jr. Day
Monday – Friday, February 15-19, 2027 – Midwinter Recess
Tuesday, March 09, 2027 – Eid al-Fitr
Monday, May 17, 2027 – Eid al-Adha
Monday, May 31, 2027 – Memorial Day
Thursday, June 10, 2027 – Anniversary Day / Chancellor's Conference Day

Payment:

- 20-25 hour work week
- Pay starting at \$17.00 hour

COMPASS DYCD is a contract-based program, and this position is open for as long as the program is being funded.