

## **PROJECT RENEWAL – FLETCHER STREET RESIDENCE**

### **EMPLOYMENT OPPORTUNITY (Available Summer 2011)**

#### **CUSTODIAN (Full Time & Part Time)**

---

Later this summer, Project Renewal will open a new state-of-the-art NY State Office of Mental Health licensed CR/ SRO in the Belmont section of the Bronx at Fletcher Street & Washington Avenue. The building will provide individual studio apartments in a supportive housing program for 55 formerly homeless men and women recovering from serious and persistent mental illness. The program will coexist alongside a new 50-bed transitional housing program for individuals in recovery from substance abuse (formerly Renewal House). As part of a multi-disciplinary team, you will work closely with the Building Manager and Building Super to ensure smooth running of a environmentally-friendly supportive housing program with cutting edge mechanical systems.

**Qualifications:** Experience working in supportive housing preferred.

**Duties:**

- Reports to Building Manager and Super for all assignments
- Responsible for cleaning and disinfecting all commons areas and offices, including bathrooms, stairwells and hallways, to ensure that the building is kept clean
- Assist in preparing apartments for new residents and with move in/ out process
- Assist Building Super as directed in minor repairs and correcting potential safety hazards as needed
- Empty trash and garbage containers and prepare refuse for pick-up
- Keep building exterior in safe and presentable condition, including ice/ snow removal; sidewalk maintenance and central garden/ courtyard area
- Under supervision of Building Super, develop building-wide knowledge of all mechanical system operation and maintenance
- Obtain Fire Guard license and assist in documentation of fire drills smoke detector/ CO2 detector maintenance

**Hours:** Varied weekly and weekend shifts on 6 a.m. – 2 p.m.; & 2 p.m. – 10 p.m. shifts

Please send or fax resume to:

Jim Mutton, Director of Residential Services

448 West 48<sup>th</sup> Street

New York, NY 10036

Fax: (212) 582-0038

Email: [jim.mutton@projectrenewal.org](mailto:jim.mutton@projectrenewal.org)

July 7, 2011