



## Korean Community Services of Metropolitan New York, Inc.

Position title	Department & Location	Reports to
Custodial Aide/Driver	KCS Flushing Older Adult Center	Diane Lee
Employment status	FLSA status	Effective date
<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Contract	<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	

### About the Organization

Founded in 1973, Korean Community Services of Metropolitan New York, Inc. (KCS) is a nonprofit 501(c)(3) multi-service organization supported by government agencies, foundations, corporations, and individuals. KCS aims to develop and deliver a broad range of social service programs to meet the community's various needs.

### Position Summary

The Custodial Aide supports the daily operations of the KCS Flushing Older Adult Center by maintaining a clean, safe, and welcoming facility environment. This position assists with routine cleaning, inventory organization, and movement of supplies, as well as transporting meals from Flushing to the KCS Manhattan Satellite every Wednesday and Thursday. The Custodial Aide also provides on-site support during Pop-Up Café operations on Tuesdays and Thursdays, ensuring smooth meal setup, breakdown, and overall service delivery.

### Essential Duties and Responsibilities

The essential functions include, but are not limited to, the following:

#### Facility Maintenance & Cleaning

- Perform daily cleaning of program areas, bathrooms, kitchen surfaces, offices, and communal spaces.

#### HEADQUARTERS (ADC | EDUCATION | HR | IMMIGRATION | PHRC | WF Develop.)

203-05 32nd Ave,  
Bayside, NY 11361  
Tel: 718-939-6137

100 Grove St,  
Tenafly, NJ 07670  
Tel : 201-541-1200

#### OLDER ADULT CENTER

42-15 166th St,  
Flushing, NY 11358  
Tel: 718-886-8203

37-06 111th St,  
Corona, NY 11368  
Tel: 718-651-9220

633 W 115th St,  
New York, NY 10025  
Tel: 718-886-8203,  
347-923-0124

#### PUBLIC HEALTH AND RESEARCH CENTER (1)

315 5th Ave, #705,  
New York, NY 10016  
Tel: 212-463-9685

2460 Lemoine Ave, #400P,  
Fort Lee, NJ 07024  
Tel: 201-364-8375

103-04 39th Ave, #103,  
Corona, NY 11368  
Tel: 917-396-4149

#### PUBLIC HEALTH AND RESEARCH CENTER (2)

410 Broad Ave, #201,  
Palisades Park, NJ 07650  
Tel: 201-429-2866

154-05 Northern Blvd., #301-A  
Flushing, NY 11354  
Tel: 718-939-6137

#### WORKFORCE DEVELOPMENT

325 West 38th St, #1107,  
New York, NY 10018  
Tel: 929-300-8630,  
929-341-8302

410 Broad Ave. #201,  
Palisades Park, NJ, 07650  
Tel: 201-429-2866

#### MENTAL HEALTH CLINIC

42-16 162nd St, 2FL,  
Flushing, NY 11358  
Tel: 718-366-9540

35-56 159th St., #2fl  
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Tel: 718-939-6137

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- Sweep, mop, vacuum, sanitize, and remove trash to maintain a safe and hygienic environment.
- Assist with setting up and breaking down rooms for classes, events, and meal services.
- Ensure compliance with NYC Aging, DOHMH, and KCS sanitation standards.

## Inventory & Supplies

- Assist with receiving, storing, and organizing food, disposables, and program supplies.
- Move inventory between storage areas and program rooms as needed.
- Maintain cleanliness and order of storage spaces, refrigerators, and supply closets.

## Meal Delivery Duties

- Transport hot meals from KCS Flushing to the KCS Manhattan Satellite every Wednesday and Thursday and to Pop Up Café every Tuesday.
- Ensure meals are handled safely, following proper food-temperature and vehicle-cleanliness protocols.
- Assist with loading and unloading meal containers and equipment.
- Communicate any delivery issues or delays to supervisors immediately.

## Other Duties

- Report facility issues, safety hazards, or equipment needs promptly.
- Support emergency cleaning needs or special events.
- Perform other tasks as assigned by the Site Manager or Managing Director.

## Education and Experience Requirements

- High school diploma or GED preferred.
- Prior custodial, facility support, or food service experience preferred.
- Experience working in senior centers, nonprofit programs, or community settings a plus.
- Valid driver's license preferred (if involved in meal transport using a KCS vehicle).

## Minimum Qualifications (Knowledge, Skills, and Abilities)

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## Knowledge

- Basic knowledge of cleaning and sanitation practices.
- Understanding of safe food-handling procedures (training provided).
- Awareness of workplace safety and proper lifting techniques.

## Skills

- Ability to work independently and as part of a team.
- Strong time-management and multitasking skills.
- Ability to interact courteously with older adults, staff, and volunteers.
- Reliable, punctual, and detail-oriented.
- Ability to lift, move, and transport supplies and meal containers (up to 40 lbs).

## Physical Demands and Work Environment

- Frequent standing, walking, bending, and lifting.
- Ability to lift and carry up to 40 pounds regularly.
- Exposure to cleaning solutions, kitchen equipment, and varying temperatures during meal transport.
- Work takes place indoors and outdoors, including travel between KCS sites.
- Must be able to work a flexible schedule aligned with weekly delivery and Pop-Up Café needs.

## Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

## Compensation:

**\$20/hour**

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## Working Schedule:

0-29 hours per week

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## Job Description Acknowledgment

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.

I have reviewed the attached job description as outlined above and understand that I am responsible for all duties as outlined and other tasks as may be assigned. I understand that if I need accommodations to perform the essential functions of my job that I must contact my supervisor or Human Resources as soon as possible to begin an interactive process.

### Reviewed with employee by:

Signature: \_\_\_\_\_

Name and title: \_\_\_\_\_

Date: \_\_\_\_\_

### Received and accepted by:

Signature: \_\_\_\_\_

Name and title: \_\_\_\_\_

Date: \_\_\_\_\_

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.

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