Title: Custodian/Driver  
Exempt Status: Non-Exempt  

Immediate Supervisor: Director and Assistant Director, Rockland CAP

Job Description  
Rockland Community Action Partnership is seeking a Custodian/Driver person that will maintain the Rockland Community Action Office in Spring Valley. In addition this individual will take on the responsibility of food pick-up from food bank sites and donations. The individual will have a clean & valid driver’s license, and medical card. Applicants should be reliable, hardworking, and act in a professional matter. No car accidents last 3 Years. 100% clean driving record. Excellent attendance record. Adhere to a full background check.

Maintenance Responsibilities  
- Under general supervision, performs various tasks relating to the maintenance and upkeep of the Spring Valley Community Action office.
- Sweep, dust, vacuum, and mop offices, common areas, and pantry.
- Empty trash, recycling bin, and garbage containers.
- Keep copy machines stocked with paper.
- Disinfect areas of handling such as door knobs and handles
- Replace water jugs on water coolers, maintain cleaning supplies.
- Maintain confidentiality of staff, programs, and all materials handled in the performance of duties and responsibilities.
- Other duties as assigned.

Driver Responsibilities  
- Drive cargo van to food bank and donor site
- Ability to lift heavy packages 50+
- Responsible for accurately checking food order
- Load and unload boxes in the outdoors in all weather conditions
- Pick-up and deliver food to Spring Valley and Haverstraw CAP sites.
- Van maintenance- inspection, gas, cleaning

Job Type: Part-time (21 hours)  
Pay: $18.00 per hour  
Experience:  
- Driving: 1 year (Required)
- Clean Driving Record: 1 year (Required)
- Must speak English

Work Location: Spring Valley in Rockland County