



POSITION DESCRIPTION

Job Title: Custodian
Reports to: Executive Director
Salary Range: \$10 - \$13 per hour

Job Summary:

The Custodian is responsible for assisting to maintain a safe and clean physical environment. Specifically, the Custodian is responsible for day-to-day cleaning of all three floors of the building, as well as minor maintenance and building organization. This is a part-time, hourly position which reports directly to the Program Director. Hours are primarily Monday- Friday. Some evening and weekend hours may be required to meet the needs of the agency.

Specific Job Duties:

The following are key responsibilities of the Custodian, with additional duties that may be assigned to ensure effective teamwork within The Cathedral Center partnership:

- Sweep/vacuum and mop floors on all three levels including bathrooms, hallways and common rooms.
- Daily tasks include emptying trash and recyclables throughout building and removing it to outside bins. Sanitizing bathrooms and eating areas, dusting, wiping down windows on doors, cleaning first floor kitchen
- Seasonal duties may include minimal snow removal and spreading salt or ice melt in cold weather.
- The Custodian is a key person responsible for reporting maintenance and repair needs throughout the building and may be asked to complete minor repairs as directed.
- Works to ensure the building is maintained as a clean, welcoming and safe environment.
- Maintain effective and positive working relationship with staff, partner agencies and volunteers.
- Other duties as assigned.

Skills and Qualifications:

- Experience in basic cleaning or housekeeping
- Ability to stand, walk, ascend and descend stairs, lift 50 lbs.
- Ability to maintain appropriate and healthy boundaries with co-workers and clients
- Read and write at the 8th grade level or higher – high school completion or higher preferred.
- Experience with basic repairs and routine maintenance of equipment preferred.

This position is open to all qualified internal and external candidates. Internal candidates must have reached six months of continuous employment at the time of application. Occasional evening and weekend hours may be required to meet the needs of the agency. Candidates must be able to sit, stand, stoop and walk for extended periods of time. All staff at The Cathedral Center are expected to work effectively both independently and in a team environment, and to become familiar with and utilize a trauma-informed approach.

Candidates for all paid and volunteer positions at The Cathedral Center must have been separated from services here for at least one year. All candidates for paid and volunteer positions at The Cathedral Center must be willing to have a background check conducted.

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