

Job Title: Custodian

Department: Shelter Operations

Reports to: Building Services Manager

Status: Part-time (20 hours per week/Days & Nights)

Salary: Based on experience

Location: Downtown Austin

Interested candidates should send a resume and cover letter to resumes@frontsteps.org

Position Summary:

Under the general supervision of the Building Services Manager the Custodian is responsible for keeping assigned areas of the building interiors and exteriors clean and orderly and to perform a variety of custodial and minor building maintenance duties.

Duties, Functions, and Responsibilities:

- Complies with safety and environmental requirements.
- Complies with MSDS and OSHA standards and safety procedures.
- Sweep, scrub, mop, vacuum and shampoo, buff and seal floors.
- Empty and clean waste receptacles throughout building.
- Power wash exterior and parking garage.
- Clean restrooms.
- Replenish supplies.
- Clean and maintain parking garage.
- Clean windows and glass on all doors (under 6 feet).
- Sweep and mop elevators and wipe down vents.
- Move furniture and equipment.
- Replace lights and air filters.
- Assemble shelving, if needed.
- Perform minor repairs and other similar duties.
- Clean and maintain equipment and material used for work.
- Operate drills, buffers, grinders, sanders, and other power tools.
- Prioritize projects and work activities.
- Perform other duties as assigned

Minimum Qualifications:

- High School diploma or equivalent; experience may be considered in lieu of education
- Knowledge of building maintenance processes, practices, policies, and procedures.
- Knowledge of safety regulations, policies, and procedures.
- Knowledge of methods, materials, and equipment used in janitorial and minor building maintenance
- Ability to quickly recognize, analyze, and respond to irregular activities and emergencies
- Current First Aid and CPR/AED Certifications (or the ability to obtain certification within 30 days of hire)
- Reliable transportation
- Valid driver's license
- Effective communication and organizational skills

Custodian – Job Posting

- Maintain good working relationships with management, co-workers, and clients Ability to follow oral and written instructions and work independently with minimum supervision
- Perform a variety of manual tasks
- Ability to complete tasks on a regular schedule
- Ability to lift a minimum of 50 lbs.

Preferred Knowledge, Skills and Abilities:

- 1 year experience in janitorial services or light building maintenance
- Proficient in the use of Microsoft Office products on a PC platform
- Bilingual (English and Spanish and/or American Sign Language)
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