

Central Iowa Shelter & Services Employment Opportunity

Position Title: Custodian

Schedule: Monday – Friday; evenings and weekends as needed

Classification: Full-Time, non-exempt

Office Location: 1420 Mulberry Street, Des Moines, IA 50309

Salary: \$16.00 - \$20.00 per hour | **Pay Level:** II

Reports to: Director of Facilities

Travel Requirements: Travel within the community as needed.

Position Overview:

The custodian is responsible for the general upkeep and overall appearance of the facility. While supervising janitorial trainees, the custodian will work to maintain the cleanliness our buildings.

Note: Individuals with lived experience are encouraged to apply.

Duties and Responsibilities include:

- Responsible for and prioritizes in a timely manner, the maintenance and cleaning responsibilities of all areas of the property including the common areas, vacant apartments, offices, restrooms and dorms.
- Sweep, remove debris, clean spills, scrub, mop, vacuum as required throughout the common areas of the building and in vacant apartments as part of the turnover process.
- Provide supervision and training for janitorial trainees using vocational rehabilitation and behavioral techniques.
- Work with trainees case managers to provide feedback regarding trainee work performance.
- Organizes and oversees the schedules and work of assigned staff & trainees
- Keep janitorial supplies in stock.
- Regularly check the trash receptacles, emptying as needed, in all areas of the site.
- Service, clean, and supply restrooms in offices and common areas.
- Performs routine maintenance to custodial equipment and supplies. Ensures proper care in the use and maintenance of equipment and supplies
- Promotes continuous improvement of workplace safety and environmental practices
- Ensures doors are locked after cleaning areas and report unusual security circumstances to management.
- Work with the Director of Facilities to assist in developing and implementing custodial cleaning procedures, routines, and training as necessary.
- May assist or perform snow removal activities and minor maintenance, such as replacing light bulbs adjusting furniture, or other similar activities.
- Other tasks as assigned

Qualifications:

- High school diploma or GED;
- 2+ years experience working with various pieces of janitorial equipment.
- Well-developed interpersonal skills, timing management and crisis management skills.
- Organized and detail-oriented.
- Must be prompt, dependable, and able to work with minimum day-to-day supervision.
- Strong ability to execute work with a diversity, equity, and inclusion lens.
- Proficient in Microsoft Office applications (Excel, Word, and PowerPoint).

Physical requirements and work environment:

- Ability to work well within a cross-functional team environment and diverse communities.
- While performing the duties of this job, the employee is regularly required to use hands and fingers, feel, talk and hear.
- While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers, handle or feel; reach with hands and arms.
- The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl.
- While performing the duties of this job, the employee is frequently exposed to outside dust, and dirt.
- The employee is occasionally exposed to high, precarious places and toxic or caustic chemicals. Occasional exposure to heat, cold, fumes, odor, noise, wetness, dryness, and vibration.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Benefits:

Participation in company health insurance plans, long term disability, short term disability, life insurance, personnel time off and the opportunity to purchase dental and vision insurance

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Central Iowa Shelter & Services is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.