



Job Title: Custodian

FLSA Status: Full Time Non-Exempt

Reports to: HUB Facilities Coordinator

POSITION SUMMARY: Under the supervision of the HUB Facilities Coordinator, the Custodian ensures that all areas of HUB East and West are kept clean and orderly, including areas inside as well as outside of the main buildings. Will also assist with meeting and event setup.

ESSENTIAL FUNCTIONS:

- Maintains a safe environment through attention to detail;
- Ensures both buildings are attractive and clean by completing all duties listed on the daily schedule and maintains upkeep of assigned areas;
- Will perform sweeping, wet and dry mopping, dusting, trash removal, window washing, polishes mirrors, and vacuuming;
- Operate related motorized and non-motorized equipment;
- Assists with various maintenance related tasks as requested;
- Ensures HUB buildings and property are secure during shift and reports incidents and hazardous conditions to supervisor;
- Replaces soap, paper towels, and other supplies;
- Set up furniture for events;
- Responsible for stocking supplies as needed for maintaining facility readiness;
- Models relationship-building skills in all interactions. Develops and maintains collaborative relationships with all five nonprofit organizations. Maintains regular, clear, and concise communication within area of responsibility;
- Opens/closes building as scheduled;
- Assists in performing building maintenance and repair work;
- Responsible for other duties as assigned by Supervisor.

QUALIFICATIONS:

- No formal education or experience required;
- Any equivalent combination of training and experience which provides the required knowledge, skills, and abilities;
- Minimum 21 years of age;
- Knowledge of custodial care;
- Ability to represent the HUB and its nonprofit partners in a mature and professional manner;
- Ability to work efficiently independently and as part of a team;
- Display a personal commitment to consistent quality customer service & facility care;
- Ability to read and interpret instructions, procedures, manuals, and other documents;
- Ability to report and record maintenance requests;
- Knowledge of cleaning methods and equipment;

- Basic understanding of the upkeep and care of equipment;
- Understanding of cleaning compounds and chemicals, and their safe, efficient use;
- Ability to work independently, plan, and organize.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Possess enough physical strength and agility to perform essential duties;
- Ability to erect and stand on ladders and platforms at heights up to thirty feet;
- Ability to work with cleaning equipment, chemical compounds, solvents, cleaners and solutions in dry, liquid, powder, spray, and aerosol forms;
- Ability to clean equipment, and operate motorized equipment as needed;
- Ability to work in conditions that will create dirt and dust;
- Ability to perform essential maintenance to facility or equipment which may involve, but not limited to the following activities: semi-reaching to full-reach overhead, crouching, kneeling, shoveling, carrying, twisting of the waist, shoulders, and legs, and lying on stomach and/or back.

DIVERSITY & INCLUSION: The HUB and the nonprofits in the HUB are made up of people of all ages and from every walk of life working side by side to strengthen communities. Together, we work to ensure everyone, regardless of gender, income, faith, sexual orientation, or cultural background, has the opportunity to live life to its fullest.

WE ARE A DRUGFREE WORKPLACE