



## **Job Posting**

Position Title: **Building Custodian**

Department: **Operations**

Job Type: **Full- time**

Perform custodial duties and daily maintenance of the interior of a 15,000 square feet, three story, single occupant building and seasonal upkeep of small external area including sidewalk and landscape containers. Maintains safe access and exit routes to and from building.

### **Job Functions:**

- Cleans offices, wipes and cleans table tops, chairs, glass surfaces, doors, partitions, and office furniture
- Cleans all rooms, including reception area, elevator, staff break rooms
- Cleans and disinfects restrooms
- Empties trash and recycling containers
- Mops non-carpeted floors, and spot cleans carpeted areas
- Maintains cleaning equipment in working order, and keeps supply inventory
- Removes litter, debris and fluids from building floors and vestibules in response to requests for clean ups during the course of the day
- Maintains plant containers, and cleans front and back of the building
- Removes snow from sidewalk and applies salt as needed
- Ensures that building is locked and alarm deployed when building is unoccupied

### **Job Requirements**

- 3-5 years of experience maintaining residential or commercial property
- Good communication and interpersonal skills
- Demonstrated ability to follow safety practices
- Ability to stand and walk for extended periods and lift up to 30 lbs.

**COVID-19 vaccination required.**

**Excellent salary and benefit package**

**SUBMIT RESUME AND COVER LETTER TO [jdouglas@refugeeone.org](mailto:jdouglas@refugeeone.org)**

**NO PHONE CALLS PLEASE**