

Position Opening: Custodian

*Variable Part-time, Non-Exempt
\$15.60 per hour*

Do you take pride in a job well done? Do you enjoy helping to provide a safe and clean environment for others? If so, you may be just what DAIS is looking for as we seek to add a Custodian to our staff team. The Custodian maintains the cleanliness and general appearance of the DAIS facility by providing detailed cleaning of common areas, offices, our lobby and breakroom, kitchen areas, and restrooms. And in addition, the Custodian re-stocks supplies and maintains an adequate inventory. The Custodian works closely with the Maintenance Technician and the Operations Manager to address various daily, weekly, and monthly facility maintenance and cleaning needs as assigned or requested.

Duties & Responsibilities:

- **Maintains a clean and safe environment**
 - Assists the Maintenance Technician and Operations Manager with special projects or tasks as needed or assigned.
 - Completes assigned work without prompting
 - Ensures assigned cleaning tasks are satisfactorily completed on a daily, weekly and monthly basis as assigned.
 - Uses equipment safely and appropriately based on the task at hand
- **Advance the work of the agency in a manner consistent with the organization's values.**
 - Adheres to agency policies and work rules
 - Advances knowledge and attending trainings as assigned.
 - Provides cross-departmental/functional support and services as needed
 - Promotes an atmosphere of extraordinary customer services.
- **Other duties as assigned.**

Qualifications:

- High school diploma or equivalent required
- Experience with various cleaning tools and equipment preferred.
- A working knowledge and understand of the principles of sanitation preferred
- Ability to read, understand, and follow instructions for the use of various cleaning products, chemicals and equipment
- Bilingual abilities preferred.
- Authorized to work in the United States without sponsorship

Work Environment & Physical Demands:

- Work is primarily performed in a secured residential facility setting with communal areas, as well as in an office setting.
- Work requires the ability to ascend or descend stairs or ladders, as well as the agility to move about and position self efficiently to perform physical tasks.
- Regularly exposed to cleaning products, chemicals and solvents.
- Regularly required to move or transport supplies or equipment weighing up to 50 pounds.
- Occasionally works in outdoor weather conditions.

Other Requirements:

- Attend DAIS New Advocate Core training program.
- Satisfactory Criminal Background Check.
- Obtain or maintain account with a financial institution for direct deposit of paychecks.

To apply:

Interested individual applicants only please; DAIS prefers not to be contacted by third party staffing agencies. The following application materials will be needed for consideration:

- Current resume
- Cover letter
- Completed DAIS Application for Employment (forms can be downloaded from the DAIS website).

Applications will be accepted until the position is filled.

Applications submitted without a cover letter and resume will NOT be considered.

Completed applications may be submitted via email as an attachment to: daisemployment@abuseintervention.org