



St. Vincent de Paul

SOCIETY OF LANE COUNTY

Custodian

Eugene, OR 97408

Benefits

- Health insurance
- Paid time off
- Dental insurance
- Vision insurance
- Employee discount
- Employee assistance program

Job description

Over the last 68 years, SVdP has grown from a volunteer-led non-profit to the largest human services agency in Lane County with more than 600 employees. Our mission is to assist the poor and those in need of consolation, seeking out and utilizing every resource. Being mindful of the sanctity and dignity of all, any charitable work that advances those goals is within the mission of SVdP Lane County.

Part Time 2 days a week could change to full time

Pay rate: \$15.00 per hour

Day shifts

QUALIFICATIONS

Education and/or Experience: High School Diploma or GED preferred

JOB DUTIES This list is not all-inclusive and custodial staff may be assigned other reasonable job duties as appropriate. General duties include:

- Cleaning and sanitizing multi-stall and ADA use restrooms and shower rooms, including shower stalls, toilets, sinks, mirrors, walls, and floors
- Perform cleaning and sanitizing of office spaces and public access areas by:

- Emptying trash, vacuuming carpets, mopping floors, cleaning walls and other surfaces
- Maintaining refillable containers such as soap, sanitizer, paper towel and toilet paper dispensers
- Dust, sweep, mop, vacuum, and shampoo carpets
- Performing outside custodial tasks such as:
- Picking up litter, sweep sidewalks, remove cobwebs from exterior walls, wash exterior windows
- Inventory and stock custodial shelves, maintain cleaning supplies and cleaning carts, clean and maintain equipment, report low inventory and more intensive maintenance needs to Site Lead or Program Manager
- Report needs or concerns to the Site Lead or Program Manager
- Submit daily shift reports via email
- Attend trainings and staff meetings weekly, and as scheduled
- Assist with set-up and break down (tables, chairs, waste receptacles, etc.) during special events
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to be efficient, thorough, flexible, and to multi-task
- Ability to contribute to a positive work culture via a teamwork-oriented mindset, trauma-informed approach with clients, and able to uphold the mission and values of SVdP
- Ability to arrive to shift on time and consistently
- Self-motivated, organized and able to work as part of a team or individually
- Strong verbal and written communication skills, and not afraid to ask questions
- Ability to understand written instructions
- Ability to maintain basic custodial equipment including vacuums, carpet shampoo machines, and other items such as mops, buckets, cleaning supplies, etc.
- Ability to stand for 8 hours
- Able to lift, push and pull up to 50 lbs.
- Experience using power tools

HOW TO APPLY

If you feel you are qualified and want to apply for this position submit a St. Vincent de Paul (SVdP) job application at <http://apply.svdp.us/>

All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunity without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Promotions, transfers, training, compensation, benefits and all other employment considerations will be administered without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Veterans are encouraged to apply.