



St. Vincent de Paul
SOCIETY OF LANE COUNTY

Overnight Custodian

Eugene, OR 97408

Benefits

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

Job description

First Place Night Shelter at The Annex

As Eugene, Oregon's only shelter program that keeps families together overnight, The Annex uniquely addresses a critical need: temporary housing paired with services that help families in crisis move into stability. The Annex provides onsite access to showers, laundry, computers, freshly cooked meals, social spaces, and direct staff/volunteer support for families. Staff work with families to goal set, provide resource navigation, make referrals to other services, and provide a map toward becoming stably housed.

The program also directly impacts the educational success of children through homework support, including one-on-one tutoring, coordination with school district liaisons, Wi-Fi access and provision of stable study space.

Family Support Specialist/Custodial, as a Night Shelter overnight staff member, provide overnight supervision and support to the Night Shelter Annex. This is a nighttime graveyard position and may be scheduled at short notice to provide shift coverage in the case of an unanticipated staff absence.

Hours: Overnight Shift, Shifts are 9:00pm-5:00am, on-call and variable, as needed up to 40 hours per week

Compensation: \$16.00-\$17.00 per hour with advancement opportunities and premium pay for those with current Peer Support Specialist certification.

JOB DUTIES

- Help families settle in for the night in individual dorm units
- Maintain a safe, quiet, and trauma-informed environment for families during the night
- Effectively communicate program guidelines and policies to families and staff
- Educate, support, and reaffirm program guidelines and policies to family members as needed during the night
- Remain awake through the entire shift
- Help families leave the building in the unlikely event of a fire
- Maintain hourly fire watch rounds and record in log
- Complete nightly shift report, sending to staff via email at end of shift
- Data entry during shift as additional task (as needed)
- Meet and debrief with Program Manager and admin staff and as necessary
- Ability to drive the Night Shelter shuttle bus
- 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, mopping floors, cleaning walls and other surfaces
 - Maintaining refillable containers such as soap, sanitizer, paper towel and toilet paper dispensers
 - 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 Program Manager or administrative staff as appropriate
- Attend trainings and staff meetings weekly, and as scheduled

JOB REQUIREMENTS

- Must possess a valid state drivers license and clean driving record
- Must be able to pass regular drug screenings and criminal background check
- Must have a background or education in serving at risk and low-income youth and families

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.