



Custodian for Eugene Service Station

Eugene Service Station Custodian provides facilities support, custodial support and light maintenance to Eugene Service Station. The Custodian will be directly responsible for routine custodial work, light maintenance, and communicating facility needs to the Site Lead and Program Manager.

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

Signature: _____

Date: _____