



St. Vincent de Paul Society of Lane County, Inc.

P.O. Box 24608, Eugene, OR 97402  
www.svdp.us and on Facebook

Phone: 541-687-5820

Fax: 541-683-9423

## Custodian

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.

We are looking for a reliable and self-motivated individual with custodial or related experience to join our team.

### Job Duties

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

- Clean and sanitize multi-stall and ADA use restrooms, 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.
- Dust, sweep, mop, vacuum, and spot shampoo carpets when necessary.
- Perform other custodial tasks such as picking up litter, sweep sidewalks, remove cobwebs from interior/exterior walls, inventory and stock custodial shelves, maintain cleaning supplies and cleaning carts, clean and maintain equipment.
- Maintain refillable containers such as soap, sanitizer, paper towel and toilet paper dispensers.
- Report low inventory and more intensive maintenance needs or concerns to Site Lead or Program Manager.
- Assist with set-up and break down (tables, chairs, waste receptacles, etc.) during special events.
- Submit daily shift reports.
- Other duties as assigned.

### Requirements

- Ability to maintain orderly basic custodial equipment including vacuums, carpet shampoo machines, and other items such as mops, buckets, cleaning supplies, etc.



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- Efficient, thorough, flexible, and ability to multi-task.
- 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.
- Arrive to shift on time and maintain consistent attendance.
- Ability to stand for 8 hours.
- Ability to lift, push and pull up to 50 lbs with or without reasonable accommodation.

## **Qualifications**

High School Diploma or GED (preferred)  
Prior janitorial or custodial experience (preferred)

Disclaimer: All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunity without regard to race, color, religion, gender, 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, gender, age, national origin, disability, or any other trait protected by applicable law. Veterans are encouraged to apply.

**Wage:** \$18.00 per hour. Medical, Dental & Vision, paid time off, and employee discount after 3 months. Vacation after 12 months. Holiday pay after 3 months.