

Loaves & Fishes Community Services
Position Description – Facilities Custodian
(part-time hourly, 28 hours/week)

The Facilities Custodian is responsible for maintaining cleanliness and sanitation at both Loaves & Fishes facilities (1871 High Grove Lane Naperville, IL and 580 Exchange Court Aurora, IL). The Facilities Custodian reports to and is supervised by the Facilities Manager. With core skills in cleaning, janitorial and custodial experience, and floor care, you will ensure that all areas adhere to our high standards of cleanliness and are well-maintained.

DUTIES AND RESPONSIBILITIES:

- Use power equipment such as walk-behind floor machine and vacuum cleaner and ensure equipment is cleaned and stored properly following use.
- Empty wastebaskets and trash/recycling bins in all warehouse and office areas then transport waste to the dumpster.
- Clean and disinfect all bathrooms to ensure the surfaces, including toilets, sinks, counters, shelves, mirrors and floors are thoroughly cleaned and sanitized.
- Replenish bathroom supplies such as paper towels, toilet paper, hand soap, hand sanitizer, air freshener, etc.
- Maintain the cleanliness of offices and common areas including the kitchen and breakroom areas by cleaning, wiping, dusting and polishing the following areas and others as needed: refrigerator, microwave, windows, cabinets, countertops, doors, mirrors, hanging pictures, light fixtures, ceilings and vents, walls, furniture, etc.
- Sweep, mop, scrub, polish all tiled floors and vacuum hallways and office space.
- Maintaining cleaning, sanitation and safe food handling standards in the warehouse and food storage areas.
- Notify Facilities Manager of any necessary repairs to building and/or equipment.

JOB REQUIREMENTS:

- Must be 18 years of age
- High school diploma or GED
- Ability to lift up to 40 pounds, and full range of motion in bending and lifting
- Possess good listening skills and follow directions attentively
- Accurate and timely task completion
- 1+ year of related housekeeping / janitorial experience preferred
- Ability to use power equipment
- Knowledgeable of janitorial supplies and chemicals, including hazardous materials
- Must have reliable transportation



Loaves & Fishes

Community Services

HOURLY RATE:

\$15-\$17/hour

SCHEDULE:

Monday – 3 hours after 5:00 pm

Tuesday – 4.5 hours after 5:00 pm

Wednesday – 6 hours after 3:00 pm

Thursday – 4.5 hours after 7:00 pm

Saturday – 10 hours after 10:00 am

Submit resume, cover letter and desired schedule to azediker@loaves-fishes.org

Loaves & Fishes Community Services is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law. Qualified applicants protected by law are encouraged to apply.

