



Support and
Shelter for
Overcoming
Homelessness

Job title	Lead Custodian		
Reports to	Operations Supervisor	Position Status	Full Time
Salary Range	\$13.00/hour to start	Assignment	Regular/Benefited
EEO Class	Service Workers	FLSA Status	Non-Exempt
Shift	8 hours/day, 40 hours/week		

Job Summary

Our mission is to help people move out of homelessness and into housing in the community. As a leader in the field of homeless and housing services, The Road Home is a strong, vibrant organization continuously seeking to grow and deepen our impact by further developing our programs to end homelessness. Our goal is to approach to every client from a Trauma Informed Care perspective, and our objective is follow the Housing First model as we use our knowledge of resources and relationships with community partners to move our clients into housing.

Be part of the team and serve as facility custodian for the Rio Grande Shelter and the Midvale Family Center. Share responsibility for custodial care, light maintenance and general upkeep of Agency shelter facilities. The Lead Custodian will be responsible to assist the operations supervisor with managing custodial staff and providing adequate coverage for all shifts at both facilities, and will be required to travel between the Rio Grande shelter and the Midvale Family Center.

Duties and Responsibilities

1. Respond to work orders and evaluate repairs and maintenance.
2. Work closely with the Warehouse Manager to ensure donations are distributed appropriately.
3. Oversee weekly supply orders and ensure all cleaning supplies are fully stocked.
4. Ensure that all custodial equipment is clean and operational.
5. Communicate with and provide regular updates to the Operations Manager and Operations Director.
6. Perform custodial services and preventive maintenance for all Agency facilities, including, but not limited to:

- Floor care and maintenance, e.g., cleaning, preparation, stripping, scraping, Waxing, buffing and resurfacing
 - Vacuuming offices, hallways, common areas and resident rooms
 - Window cleaning
 - Cleaning restrooms
 - Exterior and interior trash collection and disposal, landscaping and minor exterior maintenance
7. Other duties and custodial tasks as directed.

Education and Experience

High School Graduate or equivalent required

Past supervisory experience preferred

Skills and Requirements

1. Must be reliable and dependable.
2. Excellent customer service skills being able to communicate effectively and handle difficult situations.
3. Able to communicate effectively and handle difficult situations with professionalism, compassion and from a Trauma Informed Care perspective.
4. Willingness to accept supervision and direction.
5. Team player.
6. Effective problem solver.
7. Must pass a pre-employment background check and drug screen.
8. Must have a valid driver's license and a clean driving record, so as to be insurable on the agency auto policy.

Physical and Equipment Requirements

1. Must be able to perform physical duties, such as twisting, bending, reaching, lifting.
2. Must be able to operate a floor buffer and like equipment.
3. Must be able to lift 35 pounds or more.

Instructions to Apply

To apply, please email resumes@theroadhome.org. Please include the job title *Lead Custodian* in the subject line.