



**DATE:** 9/13/2022

**POSITION:** Custodian

**REPORTS TO:** Operations Manager

**COMPENSATION STATUS:** Part-time, Hourly

**HOURS:** 25

**POSITION PURPOSE:**

The primary purpose of this position is to maintain the cleanliness and organization of Together's buildings to create positive and productive work environments. This is a part time, 25 hours/week position with the following schedule: Monday – Friday 12:00 – 5:00PM.

**ESSENTIAL JOB FUNCTIONS:**

- Reporting on all custodial tasks and progress.
- Deep cleaning of restrooms, break room, office areas, donation area, loading dock, donation area
- Shampooing of floors, dusting, and wiping down of office furniture/windows and ledges.
- Disposing of trash and emptying trash receptacles
- Informing the Operations Manager when cleaning supplies are low and need to be ordered
- Informing the Operations Manager when Together property is damaged or in need of repair
- Other duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES**

- General knowledge of cleaning and organization methods
- Experience, ability, and sensitivity in serving people with diverse cultural and socioeconomic characteristics
- Outstanding organizational skills
- The ability to multi-task and prioritize
- The ability to identify what needs to be completed and then executing the task
- The ability to work independently
- The ability to work cooperatively in a team environment
- Must be able to operate floor machine

**EDUCATION & EXPERIENCE:**

- High school diploma is preferred but not required
- At least 1 year of prior custodial service required
- Must be at least 19 years of age
- Valid driver's license and history of safe driving

**PHYSICAL REQUIREMENTS:**

- Hearing and vision must be correctable to within normal ranges
- Must be able to lift at least 50 pounds

- Ability to stand and walk for lengthy periods of time

**NOTE:**

Travel is required. The selected applicant must have a valid driver's license and complete job duties at Omaha and Council Bluffs locations. Mileage reimbursement available.

**If interested in this position, please submit a resume to:**

Rebekkah Roberts

Human Resources Coordinator

Together

812 S. 24<sup>th</sup> St.

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