



Employment Opportunity:

CUSTODIAN

OVERVIEW

The Custodian is a valuable member of the Residential Team. The Custodian supports First Step's mission by assisting the Residential Team and Maintenance Specialist to ensure our facilities are in top working order. These efforts allow for the agency to keep safe, clean, and welcoming work and living environment for survivors, staff, volunteers, and community partners.

The Custodian works in the agency's Residential and Non-Residential facilities. In-person interactions with survivors is possible.

First Step provides comprehensive training and supervision to all employees.

First Step works hard to create a workplace that is dynamic. We encourage people with diverse identities and experiences who are excited about equity and social justice to apply.

LOCATION:

All First Step sites; Ability to travel between sites in Wayne County is required.

REPORTS TO:

Residential Program Coordinator

POSITION TYPE

Full-time, 37.5 hours/week, hourly pay

PAY RANGE:

\$18 / hour

SCHEDULE:

Flexible, if it meets program's needs. Willingness to work early morning, late nights, as needed.

START DATE:

Immediate

TO APPLY: <https://www.firststep-mi.org/jobapplication/>

No phone calls or emails please.

RESPONSIBILITIES

85% of the workday will be spent on the following: Effectively and efficiently clean, sanitize, and organize all common areas and rooms at all First Step sites, including in the Residential facility, Residential pet facility (ARK), playground, and First Step's restrooms.

Cleaning includes, but is not limited to: sweep, mop, scrub, vacuum and maintain all floors; wash, polish and maintain all furniture, windows, mirrors, doors, walls, and similar fixtures; cleaning and stocking restrooms and kitchen areas; maintain exterior entrances and approaches, keeping them free from debris, snow, and other obstructions; pick up and dispose of interior and exterior trash, litter, and similar debris at all First Step sites.

- Perform "deep cleaning" projects as necessary or requests
- Set-up and tear-down for staff and board meetings and on-site events
- Assist Maintenance Specialist with building repairs and maintenance projects as assigned and requested
- Consistently monitor building security by performing safety checks to ensure all doors, gates and locks are working
- Identify and report all possible building repairs at all First Step sites

QUALIFICATIONS

- High School Diploma or equivalent
- Minimum of 2 years relevant job experience; mechanical background preferred
- Comfortable and able to work well under minimal supervision with ability to take direction
- Ability to change direction as needed and effectively manage shifting priorities
- Basic understanding of electricity and how to read a blueprint
- Excellent organizational skills, strong oral and written communication skills, and meticulous attention to detail required
- Demonstrate ability to maintain high level of attendance, punctuality, and dependability
- Manage staff and client interactions with a respectful and positive attitude with commitment to maintain confidential information
- Capable of being mobile for up to 8-hours per day and ability to lift and move objects up to 30 pounds, as necessary
- Consistent stooping, bending, reaching, and squatting is required
- Comfortable working with hands with ability to assemble items
- Attend work with a neat, clean, and well-groomed appearance

REQUIREMENTS

Must be at least 18 years old and satisfy criminal background checks, DHHS child abuse registry check, sex offender registry check, driving check. Must have and maintain a valid MI driver's license, excellent driving record, reliable transportation, and current auto insurance. These requirements will be re-checked throughout employment.

BENEFITS

Agency provided health, dental, optical insurance after 60 days. Agency provided Life and LTD insurance after 60 days. EAP. Voluntary insurance benefits and Dependent Care FSA available after 60 days. Employer contribution to 401k. Annual PTO and floating holidays. Accrued paid flex time. Agency Closure Days off with pay.