JOB POSTING

PART-TIME CUSTODIAN

9/9/2019

REPORTS TO: FACILITIES MANAGER

WHO WE ARE:

Ministry with Community (MwC) is a non-profit organization located in Kalamazoo, MI. We are a daytime shelter and resource center, open 365 days a year from 6:30am-5:30pm. The mission of MwC is to empower people to make positive life changes. To achieve our mission, we provide an environment of dignity, hope, trust and unconditional acceptance where all people are respected and valued. MwC does not discriminate based on race, color, national origin, religion, age, sex, gender identity, sexual orientation, disability, veteran status, marital status, familial status, height, weight or arrest record.

POSITION OVERVIEW

The Custodian at Ministry with Community is responsible for maintaining cleanliness and sanitation of a facility serving people experiencing homelessness, poverty, mental illness, addiction and other personal crises. The Custodian must demonstrate compassion, integrity and trust.

This individual must uphold the highest standards of ethics and values in alignment with the mission of Ministry with Community.

HOURS

This is a part-time position. Hours will vary - facility is open 6:30am-5:30pm seven days/week

POSITION REQUIREMENTS

- 18 years of age or older.
- Ability to quickly and effectively communicate with others.
- Occasionally lifting/moving objects of up to 50 pounds at one time.
- Ability to travel around all areas of MwC facility and outside property. Ability to move through landscaping and rough terrain.
- Ability to see and hear the environment in order to monitor well-being of members, volunteers, interns, community partners/outreach workers and staff and identify adverse situations.
- Ability to learn quickly (desire to continue learning) and exhibit creative problem-solving.
- Strong organizational skills and ability to juggle multiple tasks.
- Commitment to the highest level of customer service for both internal and external customers (staff, members, volunteers).
- Ability to be on your feet for an extended period.
- Commitment to diversity and customer service.

PERFORMANCE EXPECTATIONS:

1. First and foremost, place MwC member needs and the MwC mission front and center in all processes, decisions, tasks, work and efforts.
2. Work to establish effective relationships with our diverse members, while maintaining an environment of dignity and respect.

3. Support and uphold MwC community expectations in a timely fashion, using excellent conflict management and interpersonal communication skills.
4. Actively contribute to custodial and organizational meetings on a regular basis.
5. Ability to follow a set schedule while remaining open to quickly changing tasks as needed.
6. Attention to detail and ability to learn new cleaning equipment.
7. Other duties as assigned by the Executive Director or supervisor.

SUCCESS PATTERNS:

Member Service
Productivity/ Quality of work
Dependability
Communication
Teamwork
Job Knowledge/Technical Skills/Skills Development
Leadership
Initiative/Planning
Innovation/Problem Solving
Organizational Awareness

WAGE AND BENEFITS

$9.45/ hour

Matching 403(b) plan

TO APPLY

Please apply with the application found on our website at: www.ministrywithcommunity.org/employment-opportunities

NO PHONE CALLS PLEASE.

Deadline: 10/08/2019

This position requires mandatory drug screening and a background check.

M/F/D/V