



Job Title: Custodian/Maintenance Worker

Program: Shelter

FLSA: Part-Time

To: Recovery Home Supervisor

Direct Reports: None

Job Summary: The custodian/maintenance worker performs general cleaning and minor maintenance duties in maintaining cleanliness and area maintenance of the facility and surrounding areas; adjacent walkways, and grounds. He/she ensures equipment is clean, orderly and in functional condition and aid staff, residents, volunteers and visitors as necessary.

To Apply: Email cover letter, resume and writing sample to info@smdp-ho.org for full consideration.

About Southside Center of Hope

Southside Center of Hope's mission is to provide a safe and healing community for women recovering from substance use addiction, trauma and mental illness. Southside Center of Hope is a highly structured, supportive; community-based residential program for women, and their children, who are recovering from substance abuse addiction. Southside Center of takes a comprehensive approach to recovery, incorporating mental, spiritual, physical wellness, education, skill building and sober leisure activities.

Southside Center of Hope is an Equal Opportunity Employer.

Essential Functions

- Perform maintenance service and repairs in the following areas: minor plumbing, carpentry, painting and plastering, boiler servicing and electrical repairs or installations.
- Perform routine and non-routine cleaning of the facility to keep it maintained and in good condition.
- Inspect and maintain the outdoor grounds of the facility to provide a safe and aesthetically pleasing environment.
- Investigate complaints about building and equipment issues; inspect and evaluate the physical condition of the facility to determine the type of work required and take appropriate corrective action to repair and maintain the building performing minor repair and carpentry work.
- Check interior and exterior equipment to ensure it is in working order.
- Train staff on the proper use and maintenance of interior and exterior equipment.
- Select the most suitable cleaning materials and chemicals for different types of furniture, flooring, and surfaces.
- Take inventory and complete supply requisition form for all building, cleaning/janitorial supplies.
- Conduct inspections and prepare facility report as needed.
- Inspect fire extinguishers monthly and perform weekly safety inspections for fire, life safety, and occupant comfort.
- Serve as main point of contact for all external service providers.

- Notify the Executive Director in a timely manner of needed repairs and obtain estimates from vendors.
- Assist in maintenance of fire alarm and emergency generator system; and assist in testing of systems.
- Participate in fire drills and emergency evacuation drills.
- Pick up orders/donations; go to the store to make purchases and ensure the agency van is in proper working order.
- All other duties as assigned.

Qualifications

- High school diploma/GED with a minimum of three years' experience with a general working knowledge of Electric, HVAC, Plumbing and Carpentry.
- Basic math skills, strong computer skills; and strong verbal and written communication skills.
- Strong time-management skills.
- Maintenance of a valid Illinois driver's license with no suspensions in effect in the previous three (3) years prior to hire.
- Possesses physical strength necessary to lift and move heavy equipment.
- Must be available to work overtime for special projects, work a flexible schedule as needed and be on-call and available to respond to emergencies.
- Basic computer knowledge and ability to use email.
- Strong written, organizational and computer skills.
- Ability to interact effectively and in a supportive manner with persons of diverse cultural, socioeconomic and ethnic backgrounds.
- Commitment to the mission of Southside Center of Hope.

Physical Requirements

- Must be able to walk up and down between two to four flights of stairs without assistance every 30 minutes during course of an 8-hour shift.
- Must be able to lift a maximum of 50 lbs.
- Must be able to squat, bend over and lift arms overhead.
- Ability to work occasionally in poor weather conditions, including heat, cold, rain, or snow.
- Ability to maintain focus while working individually.