



Custodian

Position Status: Part time, hourly

Pay rate: \$15.50/hour

Schedule: 20 hours per week Tuesday – Friday

Location: on-site at 2801 N. Charles St. Pittsburgh, PA 15214 (North Side)

Parking: Free parking is available on-site for staff members

Who We Are:

Urban Impact is a Christian community development nonprofit ministry that desires to see lives holistically transformed in the North Side community one person, one family, and one block at a time who, in turn, make a powerful impact locally and globally for Jesus Christ. Our mission is to do our part in fulfilling Christ's Great Commission on the North Side of Pittsburgh by following His model of holistic ministry by investing in the lives of at-risk children, youth, and their families to develop mature, responsible followers of Jesus Christ. Urban Impact employees are expected to be a living example of the mission of Jesus; our beliefs must not only be understood but lived out in everyday life. If you are a dedicated follower of Jesus Christ and believe you are called to be a fellow worker in this mission, then we invite you to review the duties and qualifications listed below.

Summary:

The custodian supports the mission of Urban Impact by helping to maintain a clean, safe, and welcoming environment for staff, program students, and visitors. This position is responsible for the routine cleaning and upkeep of Urban Impact buildings at the North Charles Street campus with the possibility of a second location one day per week.

Responsibilities :

- Clean and sanitize floors, stairwells, restrooms, and common areas daily in two campus buildings.
- Sweep, mop, vacuum, and dust surfaces as needed.
- Empty trash, clean and maintain trash cans, and dispose of trash in designated areas.
- Restock restroom supplies and monitor inventory.
- Clean interior glass and mirrors.
- Clean up trash on exterior of facilities grounds.
- Report maintenance or safety issues (e.g., lightbulb replacements, leaks, or damage) to the Facilities Manager.
- Lock/unlock areas as scheduled and ensure all assigned spaces are secure.
- Follow cleaning schedules and checklists consistently.
- Adhere to all safety procedures and use proper personal protective equipment (PPE).
- Support occasional event set-up or clean-up, as assigned.
- Assist other team members as needed or when business needs dictate.
- Identify work required and complete in a timely manner
- Perform work and use cleaning supplies and equipment efficiently and responsibly to minimize waste and control costs, while maintaining high standards of cleanliness and safety.
- Attend staff meeting
- Other duties as assigned

Required Education, Skills and Experience:

- High school diploma or equivalency
- Custodial experience is a plus
- Ability to follow written and verbal instructions including labels of cleaning supplies.
- Physically able to perform repetitive tasks, lift up to 25 pounds, climb two flights of stairs multiple times per day, and stand/walk for extended periods.
- Reliable, punctual, and able to work independently with minimal supervision.
- Must be at least 18 years of age
- Attention to detail, self-sufficient, self-motivated, perform work with excellence

Clearances Required:

National and state background clearances will be required.

Physical demands

- Frequent medium work that includes moving objects up to 50 pounds
- Seldom heavy work that includes moving objects up to 50 pounds or more.
- Seldom travel to local schools and venues for programs and meetings and move about various school buildings, athletic fields, and other facilities
- Seldom communicating with others to exchange information related to the position and mission of the organization.
- Occasionally works in outdoor weather conditions
- Continually moving about to accomplish tasks or moving from one worksite to another.
- Frequently ascending or descending stairs
- Occasionally ascending or descending ladders
- Seldom operates machinery and/or power tools
- Frequently repeating motions that may include the wrists, hands and/or fingers
- Occasionally work in low temperatures
- Occasionally work in high temperatures
- Occasionally work in high-noise environments
- Occasionally work in outdoor elements such as precipitation, sun and wind
- Seldom work in small and/or enclosed spaces

This description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the essential job elements.

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