



St Vincent de Paul – Job Posting

Title: **Custodian**
FLSA Status: **Full-time, Non-Exempt**

Reports to: **Director of Facilities**
EEO Code: **9**

Overview:

St. Vincent de Paul, Louisville (SVDP) is one of the longest serving social charities in Louisville. Through our homeless shelters, supportive housing programs, professional case management, clinical services, after-school programming, Open Hand Kitchen, Food Pantry, and retail thrift stores, we house, feed, and support those in need with compassion and dignity.

Position Summary:

SVDP seeks a Custodian to contribute to the Agency's physical portfolio through the regular cleaning of facilities, kitchens, restrooms, offices, and grounds for four (4) specific buildings on our main campus.

Essential Duties and Responsibilities:

- Regular and occasional deep cleaning of facilities, kitchens, restrooms, offices, and grounds for three specific buildings on our main campus: Family Success Center, Administration Building, DePaul and Tranquil House
- Advise Supervisor of issues and needs related to maintenance/grounds projects
- Work independently to assess the custodial needs of 3 specific buildings in order to maintain the property and curb appeal; Visitors and Donors should be impressed with the shine
- Work cooperatively with staff, volunteers and clients to effectively meet the custodial needs of these specific buildings including maintaining inventory of cleaning supplies
- Other duties as assigned

Specific Knowledge, Skills, Abilities:

- Skilled/experienced in floor and carpet cleaning; kitchen cleaning; restroom cleaning and readiness; window cleaning; check grounds for litter, etc.
- Thoroughness and Attention to detail are essential.
- Ability to climb ladders, stoop, crawl, reach - are all essential to the job
- Knowledge of safety requirements of tools/machinery used on the buildings/grounds of the Agency
- Ability to communicate clear concise concerns to Supervisor/Staff
- Ability to interact effectively and professionally with staff, volunteers and clients
- Self-motivated and detail-oriented
- Ability to take initiative and problem-solve
- Ability to lift 30 pounds with or without help
- Commitment to the Mission, Vision and Goals of SVDP

Education, Qualifications, Certifications, Trainings, Licenses:

- High School diploma/GED, preferred.
- A combination of education, training and experience that results in demonstrated proficiency to perform the work may be substituted
- Valid Driver's License.
- Successfully pass required pre-employment background and drug screening



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Physical Demands/Effort/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to stand, walk, sit, bend over to sweep and mop, get down on hands and knees to clean, use hands and fingers, and reach with hands and arms. Must be able to climb stairs.

The employee occasionally lifts and/or moves up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and duties requested by the supervisor. This job description is not a contract for employment. It does not alter or affect the “at-will” doctrine adhered to by SVDP.

Benefits/Additional Information:

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVDP’s Section 125 Health and 401(k) Retirement Plans.

SVDP will conduct a thorough background investigation as part of its application process. Investigations are not limited to, but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening and comprehensive criminal background and credit check.

To Apply:

Apply online: <https://www.svdplou.org/careers/>

Email cover letter and resume to: hr@svdplou.org

SVDP is proud to be an Equal Employment Opportunity, Affirmative Action employer and absolutely committed to diversity. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.