



Inspiring all girls
to be strong,
smart, and bold

GIRLS INC. OF LYNN JOB DESCRIPTION

JOB TITLE:	CUSTODIAN
DEPARTMENT:	ADMINISTRATION
REPORTS TO:	EXECUTIVE DIRECTOR
STATUS:	NON-EXEMPT

Girl Inc. of Lynn is seeking a Custodian to join our Team. The Custodian will work to ensure that the building and grounds are clean and in good working order. This includes interior spaces such as program space, offices, conference rooms, laboratories, kitchen, gym, lobby, stairwells. Keeps exterior building perimeters clear from trash, debris, and snow. Helps with event set-up and break-down. The Custodian will have excellent organizational and communications skills and provide excellent customer service and support.

Girls Inc. of Lynn, a nonprofit organization, has been operating programs and advocating for girls since 1942. As a member of a National organization, our comprehensive, intentional after-school and out-of-school day programming focuses on developing the whole girl. A combination of long-lasting mentoring relationships, a pro-girl environment, and research-based programming equips girls to lead fulfilling and productive lives, break the cycle of poverty and become role models in their community. We inspire 1500 girls ages 5-18 to be strong, smart, and bold in our in-school and out-of-school-time programs.

RESPONSIBILITIES:

- Perform routine and specialized cleaning and maintenance of program and non-academic spaces, including but not limited to offices, kitchen, gym, conference rooms, classroom and assembly spaces, restrooms, common area, stairwell and entryways.
- Perform general inspection and light repairs of the building focusing on safety, preventative maintenance and security.
- Responsible for monthly inspection of emergency lighting and bulb/battery replacement.
- Complete specific weekly cleaning not covered by cleaning company such as the use of degreaser on walls, stairs and hallways, stainless steel cleaner on refrigerators and other surfaces, and the sweeping and damp mopping of floors.

- Assist with snow removal, shoveling, and de-icing walkways in conjunction with contractor.
- Perform minor repairs to building and equipment.
- Alert supervisor to concerns that need to be addressed by outside vendors.
- Coordinate and assist as needed, vendors and others who need access to the building and report visits and updates to supervisor.
- Assist School Age Child Care Program Director with building inspections, licensing and permitting issues.
- Oversee the maintenance of Girls Inc. vans including body and engine repair, routine maintenance, licensing/inspections, and keeping the vans filled with gas.
- Responsible for putting the trash containers and recycling bins out according to the pick-up schedule.
- Washing of kitchen(s) barrels on a weekly basis.
- Daily cleaning of outside grounds including picking up trash and sweeping.
- Run errands such as picking up donations, dropping off packages.
- Assist with the set-up, break-down and clean-up for special events/functions.
- Identify projects as well as on-going tasks for cleaning assistant.
- Attend and complete trainings and meetings as required.

Work hours Monday-Friday 9am-4pm. 35 hours per week. Some weekends and evening required.

QUALIFICATIONS:

- Ability to organize, plan and prioritize task to perform them efficiently and effectively.
- Possess valid driver's license with clean record.
- Ability to perform physical activities such as bending, stooping, carry/climb ladder, lift and move furniture, shovel snow. Able to lift and carry up to 35 pounds.
- Ability to stand and walk for long periods.
- Knowledge of different cleaning products and tools
- Good Problem-solving skills.
- Knowledge of minor repair task.
- Good verbal communication and interpersonal skills
- Ability to work with minimal supervision.
- Must be able to work a flexible schedule including some evenings and weekends.
- Basic computer skills preferred.

Girls Inc. of Lynn is an equal opportunity employer. The position is a non-exempt position with an hourly rate of \$20.00. Hiring is contingent on a satisfactory background check including a CORI.

Qualified candidates may submit a letter of interest and resume to dansourlian@girlsinclynn.org

