

Hope Pregnancy Clinic

Custodian

Position objective: The Custodian position is a part-time role at Hope (24 hours/week). This employee will clean and help maintain the Hope Pregnancy Clinic

Reports to: The Executive Director

Qualifications: The Custodian will:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as their Lord and Savior;
- Be a committed member of a local church congregation;
- Exhibit a strong commitment and dedication to the sanctity of all human life;
- Agree with and uphold the HPC Statement of Faith, Mission Statement, Statement of Purpose and all other HPC General Ministry Policies including our Confidentiality Policy;
- Have the ability to work a flexible schedule, including some evening and weekend hours (TBD with employee);
- Willingness to receive instruction, be responsive to feedback and perform all custodial duties with excellence, and eye for detail and follow-through;
- Have a professional attitude and appearance

Custodian (cont'd)

Specific Responsibilities:

- Responsible for overseeing and cleaning the facility, ordering appropriate supplies, coordinating outside maintenance of various building systems (HVAC, etc.);
- In collaboration with the Executive Director and Client Services Director, plan, develop and execute a weekly and monthly cleaning schedule;
- Responsible for general maintenance and repair of the Hope Clinic facility (as necessary);
- Responsible for the set up and clean up of scheduled events;
- Carry out responsibilities with little or no supervision and work as a team player;
- Must be able to lift at least 50lbs including stacking chairs, moving tables, etc.;
- Must be comfortable working with and climbing ladders;
- Must be able to operate commercial grade cleaners, waxers, vacuums, etc.;
- Water plants (frequency depending on plant type) as needed;
- Other responsibilities as assigned by the Executive Director, Client Services Director, or Administrative Assistant

Experience:

- Previous construction or custodial experience preferred but not required