

**Title:** Custodian  
**Reports to:** Safety and Services Manager  
**Type:** Part-time / Non-exempt

### Description:

The Custodian is responsible for cleaning, basic maintenance and up-keep for the shelter building and grounds. Provide clients and staff with a physical environment that is safe, clean, pleasant, attractive, and smoothly functioning.

### Responsibilities:

The custodian will:

- perform daily cleaning duties and basic maintenance
- fix basic plumbing
- handle occasional small carpentry
- clean-up bio-hazardous messes as needed
- stock and manage inventory (paper products, etc.)
- perform preventative maintenance requirements on equipment
- organize donations and deliveries
- maintain outside grounds-keeping
- work with contractors and vendors
- attend to any maintenance issue or repair associated with the facility
- attend staff meetings/trainings as required

### Physical Requirements:

- Physical ability to perform job duties which include but are not limited to standing and walking for long periods of time, bending, lifting, walking, climbing stairs
- This position requires weekend and some holiday hours

### Minimum Qualifications:

- Effective communication skills
- Must have personal automobile, valid driver's license, liability insurance, and be willing to pickup supplies as needed

### Preferred Qualifications:

- Previous experience as custodian
- High School/GED degree
- Basic computer literacy including word processing and Google suite
- ability and willingness to safely and effectively de-escalate situations, including conducting physical interventions when necessary to maintain safety as directed by agency

To apply, send resume to Mary Luke Noonan, [mlnoonan@stjohncenter.org](mailto:mlnoonan@stjohncenter.org), or 700 E. Muhammad Ali Blvd., Louisville, KY 40202.

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ends here.**

