



*Preventing & ending homelessness for families with children*

**Family Promise of Northern New Castle County**  
**Seeks a Part-Time Custodian**  
**20 Hours Per Week**

Family Promise of Northern New Castle County (FPNNCC) prevents and ends homelessness for families by engaging faith-based congregations, volunteers and donors. Family Promise NNCC provides shelter diversion, rapid rehousing and shelter for families. Please see [www.familypromisede.org](http://www.familypromisede.org) for more info.

**Custodian Job Objective**

This organized, compassionate, and motivated person is essential to ensuring Family Promise facilities are clean, safe and functional for the volunteers, guest families and staff.

**Responsibilities:**

**Custodial Services (75%):**

- Clean all areas of Family Promise facilities:
  - Cottages/Common Areas: Sweep, Mop, wipe, spray, sanitize, tidy, etc.
  - Offices: Tidy, wipe, sanitize, vacuum, etc.
  - Kitchen/Dining Room: Sweep, mop, wipe, spray, sanitize, tidy, etc.
  - Shelter Units: Sweep, mop, wipe, spray, sanitize, tidy, etc.
    - Clean and set up shelter rooms for incoming guests upon family move outs.
- Empty all trash cans in staff offices, bathrooms, and common areas weekly, or as needed.
- Collect and dispose of any rubbish present on Family Promise grounds. Ensure the dumpster enclosure is tidy.
- Conduct other cleaning activities as needed, such as window cleanings multiple times per year.
- Ensure bathrooms are regularly stocked with soaps, paper products, etc.
- Coordinate with the Office & Operations Director to order cleaning supplies.

**Facility Maintenance (25%):**

- Engage in general facility maintenance such as replacing light bulbs, blinds, screens, etc. as needed.
- Attempt general troubleshooting/minor repair of basic items such as electronic locks, toaster ovens, washers/dryers, etc.
- Coordinate with the Operations Director to schedule third party maintenance on issues that can't be fixed in-house.
- Removal of sticks/branches from Family Promise grounds.
- Assist in storing and organizing donations.
- Inspect and replace fire alarms, cameras, locks, batteries as needed.

**Additional Responsibilities:**

- Support events as needed.
- Flexibility to handle on site issues as they occur.
- Must have valid driver's license and willingness to use personal vehicle.
- Occasional lifting of materials of up to 25 pounds is necessary.



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**Education, Experience and Skills**

- Can show compassion and respect for vulnerable populations and for volunteers.
- Sensitivity and dedication to maintaining utmost confidentiality and discretion is a must.
- The successful candidate is enthusiastic and can take initiative. Must have a positive, figure-it-out attitude. Problem solving skills are essential.
- Organized, can self-manage, and work to positive outcomes.

**Hours/Schedule:**

- The Custodian will work 20-25 hours per week.
- Daytime hours are preferred, but scheduling can be flexible.

**Accountability:**

The Custodian reports to the Family Promise Operations Director.

**Salary and Benefits**

- This is a part-time position with benefits: 5PTO Days
- Mileage reimbursement for work-related car travel.
- Hourly Rate: \$16 - \$22.

**Application Instructions**

Interested applicants should send a resume via email to [aaron@familypromisede.org](mailto:aaron@familypromisede.org). Please include the words "Custodian" in your subject line. A cover letter is appreciated but not required.