



Part-time Custodian

Title: Part-time Custodian

Reports to: CEO

Status: 14 Hours per week/Part-time, Non-Exempt

Onsite, Monday – Thursday, during MRC operating hours, 8:15am – 4:30pm

Rate: \$22.00 per hour

Mission: We engage our community with essential services that empower all people to thrive.

Vision: A community that is healthy, secure, and connected.

Scope: Mountain Resource Center is a community-based non-profit organization that provides bundled services and integrated case management to families in need. Our “Community that is healthy, secure, and connected” vision provides accessible health and human services to people living in Conifer, Evergreen, Bailey, and surrounding communities in order to foster more self-reliant and healthier lives.

Position Summary

We are seeking a reliable and detail-oriented Custodian to join our team. As a Custodian, you will be responsible for maintaining the cleanliness and upkeep of our facilities, as well as performing vehicle maintenance tasks. Your primary goal will be to ensure a safe and clean environment for staff, visitors, and customers. You will also be responsible for coordinating facility inspections, maintenance, and vendor services, including scheduling and facilitating required health inspections for the preschool, sprinkler and fire-system inspections, cistern inspections and maintenance, pest control/removal, and other routine or regulatory facility services; ensuring vendors have appropriate access to the facility and that required services are completed and documented.

Essential Functions

- Facility Cleaning and Maintenance
 - Perform routine cleaning tasks, including sweeping, mopping, dusting, and vacuuming floors and surfaces.
 - Clean and sanitize restrooms, kitchen, and other common areas.
 - Empty and dispose of trash and recycling materials.
 - Maintain cleanliness of windows, glass surfaces, and entryways.
 - Ensure proper stocking of supplies in restrooms and other designated areas.
- Grounds Maintenance

- Maintain the cleanliness and appearance of the exterior grounds, including parking lots, walkways, and outdoor areas.
- Remove litter, debris, and snow/ice from sidewalks and parking areas.
- Perform basic landscaping duties, such as trimming bushes and plants, mowing, weeding, watering, and maintaining outdoor fixtures.
- Vehicle Maintenance
 - Conduct regular inspections of company vehicles to ensure they are in proper working condition.
 - Perform routine maintenance tasks, including checking fluid levels, tire pressure, and lighting systems.
 - Clean and detail company vehicles, both interior and exterior, on a regular basis.
 - Coordinate with the appropriate personnel to schedule necessary repairs or servicing for vehicles.
- Safety and Security:
 - Adhere to all safety protocols and guidelines, ensuring a safe environment for all occupants.
 - Notice and report any maintenance or safety issues promptly to the appropriate department.
 - Monitor and maintain inventory of cleaning supplies and equipment, requesting replacements as needed.
 - Safely handle and use cleaning chemicals and equipment following proper procedures.
 - Conduct monthly safety checks with the Safety Committee of the Preschool classrooms and playground, as well as the Food Share Department, to identify and address potential safety hazards.

Knowledge, Skills, Abilities and Accountabilities

The Custodian will demonstrate the following:

- Reliability and punctuality in meeting work schedules
- Follow safety standards in working with tools and equipment
- Distinguish frequencies, sounds, colors, odors in the operation of equipment in order to trouble shoot for repairs
- Knowledge of cleaning techniques, equipment, and supplies.
- Familiarity with basic vehicle maintenance and cleaning procedures.
- Organization and attention to detail
- Strong communication skills, both verbal and written
- Ability to multi-task, solve problems, and work in a team
- Willingness to accept feedback and adapt accordingly
- Flexibility and ability to adapt to changing circumstances
- Willingness to be flexible with work schedule; Monday – Thursday, 8:15am – 4:30pm
- Participation as an MRC team player
- Understanding and agreement to follow all policies, procedures & protocols of Mountain Resource Center

- Conformance to a drug-free workplace, not be under the influence of alcohol and/or other illicit drugs of abuse
- A professional, positive, and polite attitude and relationship with other MRC employees, volunteers, clients, and customers

Physical Requirements

- Ability to stand, walk, bend, stoop, kneel, reach, and climb stairs for extended periods.
- Ability to lift, carry, push, and pull supplies and equipment weighing up to 50 pounds.
- Ability to safely operate custodial equipment, tools, and ladders.
- Ability to perform routine cleaning tasks and work indoors and outdoors in varying conditions.
- Ability to perform the essential functions of the position with or without reasonable accommodation.

Credentials, Experience and Qualifications

- Previous experience in custodial or facility maintenance roles.
- Valid CO driver's license and proof of current auto insurance coverage
- Proof and maintenance of proper legal authorization to work in the United States

Compensation and Benefits

- Generous PTO
- Paid Sick Leave
- Life insurance benefits
- Simple IRA Retirement with 3% match

Please send Resume and Cover Letter to Chris Johnson chris@mrcco.org. No phone calls, please.

Mountain Resource Center is an equal opportunity employer and prohibits unlawful discrimination on the basis of age 40 and over, race, sex, color, religion, national origin, ethnic origin, economic status, marital or familial status, disability, military status, genetic information, ancestry, creed, gender identity, and sexual orientation, or any other status protected by applicable federal, state or local law.

Mountain Resource Center vows to be anti-racist and foster an environment of mutual respect and acceptance. Mountain Resource Center's values and centers its work on,

•Empowering change •Embracing differences •Understanding and challenging systemic inequities • Achieving equitable outcomes for all communities • Supporting and encouraging personal and professional growth • Cultivating diversity • Valuing individual stories