

Harbor Interfaith Services, Inc. | Custodian/Maintenance | Job Description

Harbor Interfaith Services (HIS) is a non-profit organization based in San Pedro, with a mission to provide food, shelter, transitional housing, childcare, and support services to the homeless and working poor in the South Bay area of Los Angeles.

Harbor Interfaith Services is looking to add full time **Custodians/Maintenance** to our team. These positions will be responsible for the upkeep and maintenance of our shelter facilities. Weekend, holiday, and evening availability is required for these roles. We are recruiting people who are top performers with excellent time management and critical thinking skills and a fierce passion for serving the community. Team member benefits include paid time off, paid sick leave, paid holidays, comprehensive health coverage, and a 403(b) employee contribution plan.

Key responsibilities:

- General maintenance and repair work around our housing facilities and office spaces, including but not limited to the daily cleaning of all areas, painting, flooring, and plumbing repair, electrical maintenance, heating systems, routine inspections of the premises, preventative maintenance, and HVAC maintenance.
- Ensuring the building is neat, clean, free from clutter, and safe.
- Using cleaning equipment to clean floors, bathrooms (showers and toilets), and windows.
- Ensuring outdoor areas are clean and free of trash and debris.
- Routine maintenance such as changing lightbulbs, locking doors, emptying trash, etc.
- Attending staff meetings and other required classes and trainings, as well as completing other duties as assigned.

We would like to speak with you if:

- You have a basic understanding of industrial custodial equipment and can perform daily janitorial duties.
- You have a background in maintenance.
- You have strong interpersonal and communication skills.
- You are experienced with the safe use of cleaning equipment and power tools.
- You can read, follow, and enforce safety procedures.
- You have a valid California driver's license, a clean driving record with no more than two driving infraction points, and adequate auto insurance.

About Harbor Interfaith

We offer an inclusive environment where all are empowered to share their diverse perspectives and experiences so we can ultimately be better together. Our policies, practices, programs, activities and decisions regarding employment, hiring, assignment, compensation, and volunteerism are not based on a person's race, color, sex, age, religion, national origin, mental or physical disability, ancestry, military discharge status, sexual orientation, gender identity or expression, marital status, parental status, housing status, or other protected status.

If you are interested in this position, please send your resume and contact information to the attention of Human Resources at hr@harborinterfaith.org.

Harbor Interfaith Services is an at-will employer, meaning we or our employees have the right to terminate the employment relationship at any time, for any reason, with or without cause.