

**Harbor Interfaith Services, Inc.**  
**Custodian & Groundskeeper – Job Description**  
**Interim Housing Program**

**Harbor Interfaith Services (HIS)** is a non-profit organization with revenue of over \$13 million. Our funding is derived from the local, state and federal governments, as well as from individuals, foundations, faith communities, tuition, fees, fundraisers etc. We are a local organization that provides food, shelter, transitional housing, childcare, and support services to the homeless and working poor in the South Bay area of Los Angeles (SPA) 8.

Harbor Interfaith Services is looking to add a **full time Custodian & Groundskeeper** to our team. We are recruiting people who are top performers with excellent time management and critical thinking skills.

This position will be primarily responsible for the upkeep and maintenance of our Interim Housing building.

**Key responsibilities:**

- General maintenance and repair work around the Interim Housing building and office spaces, including but not limited to painting, flooring and plumbing repair, electrical maintenance, heating systems, and other duties as assigned such as routine inspections of premises, preventative maintenance, and HVAC maintenance
- Ensuring the building is neat, clean, free from clutter, and safe through activities including but not limited to sweeping, picking up trash, mopping, or vacuuming
- Using cleaning equipment to clean floors, bathrooms (showers and toilets), and windows
- Tending to outdoor areas, raking leaves and clearing trash/debris
- Changing lightbulbs as directed, locking doors, emptying trash receptacles
- Attending staff meetings and other conferences as needed

**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 skills.
- You have excellent written and verbal communication skills.
- You can safely use cleaning equipment and power tools.
- You can read, understand, follow, and enforce safety procedures.

**About Harbor Interfaith Services**

Our mission is to empower the homeless and working poor to achieve self-sufficiency through support services including shelter, transitional housing, food, job placement, advocacy, childcare, education, and life-skills training – and that mission is achieved through our people. We provide 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.

[www.harborinterfaith.org](http://www.harborinterfaith.org)