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| <b>Job Title:</b>   | Custodian       | <b>Job Category:</b>    | Hourly/Non-exempt |
| <b>Location:</b>  | Mosses, Alabama | <b>Travel Required:</b> | No                |
| <b>Compensation:</b>  | \$14/hr.        | <b>Position Type:</b>   | Part-time         |
| <p><b>JOB DESCRIPTION:</b> The Custodian is responsible for maintaining a dignified and clean environment at the Good Shepherd Community Center, ensuring all areas are clean and presentable, while also assisting with certain aspects of the food shop. The Custodian reports to the Director of the Good Shepherd Community Center.</p> |                 |                         |                   |

**ROLES AND RESPONSIBILITIES:**

- Responsible for cleaning and disinfecting all areas of the Community Center, as needed, during hours of operation
- Ensure all items such as toilet paper, hand soap, dish soap, paper towels, etc. in the bathrooms and kitchen are in place at the beginning of each day and throughout hours of operation
- Ensure kitchen area is clean at the end of each day
- Sweep and mop all high traffic areas within the Center at the end of the day
- Sweep, mop and dust every room at the end of the week
- Wipe all windows at least once weekly
- Maintain tidiness of the food shop and food shop storage areas on a daily basis
- Assist with stocking of shelves at the food shop and transporting food from the trucks to the food shop storage area when needed
- Deliver food bags to clients and pickup food and supplies from vendors
- Conduct monthly walk-through of facility with Edmundite Missions manager of building and grounds to assess conditions and needs
- Act as point person for security calls; report larger issues to Center Director
- Other duties as assigned

**KEY CANDIDATE CHARACTERISTICS**

- Unassailable personal integrity and moral reputation
- Appreciation and respect for the Catholic Church and its teachings
- Understanding of the concepts of “ministry” to those in need
- Willingness to act as part of a team, pitching in where and as needed to achieve the goals of the Community Center

**REQUIREMENTS**

- High school diploma or equivalent
- At least three years experience in similar role
- Flexibility, with occasional ability to work evenings or weekends as needed
- Have valid driver's license
- Be fully vaccinated against Covid-19
- Must be able to lift at least 50 pounds. Must be able to lift, stand, bend, use fingers to grip in order to engage in all job responsibilities.

You may also apply in person at 1002 Minter Ave, Selma, Alabama or send your resume to, [hr@edmunditemissions.org](mailto:hr@edmunditemissions.org).