



**Job Title: Custodial Maintenance**

Location: Anna Ogden Hall

Status: Full-time

**Position Overview**

We are looking for a professional, highly motivated, and organized self-starter, capable of working in a fast-paced environment. A successful applicant will work with integrity and honesty for a great cause. The Custodial/Janitorial Lead is responsible for leading the team that keeps the shelter clean, and for completing maintenance requests as submitted. This position also supports the broader UGM maintenance team in a wide range of projects at various locations.

**Responsibilities**

- Clean carpets, tile, vinyl and other floor surfaces
- Order cleaning and paper supply inventory
- Maintain custodial and building equipment
- Maintain gardens, lawns, and sidewalks
- Complete maintenance requests: replacing light bulbs, repairing walls, and performing small electrical and plumbing repairs

**Required Qualifications**

- Self-starter with ability to facilitate cleaning crews
- Ability to communicate with a diverse and vulnerable population
- Current driver's license and good driving record
- Computer experience using Microsoft Word, Outlook and Excel
- Two years of janitorial and/or trade experience
- Some experience in plumbing, electrical, construction, and painting

**Compensation**

- \$13.08 - \$17 hourly, depending on experience
- Full benefits (health, dental and retirement)
- Family-friendly work schedule (Monday through Friday, no late nights and no Saturdays)

Must be committed to the Christian faith and comply with drug-free, tobacco-free policy. Submit a letter of interest and résumé to:

**UNION GOSPEL MISSION**

Sue.Rima@uniongospelmission.org

Human Resources, 1224 E Trent Ave., Spokane, WA 99202

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