



**TITLE:** Custodian

**CLASSIFICATION:** Non-Exempt

**PROGRAM:** Non-Program Related

**DEPARTMENT:** Facilities

**EMPLOYMENT STATUS:** Full time/ Schedule varies based on program needs and regularly includes evenings/weekends.

**LOCATION:** Hoboken, Plainfield or Somerset

**REPORTS TO:** Program Administrator

**SALARY RANGE:** TBD

**ESSENTIAL FUNCTIONS:**

- Responsible for maintaining a high standard of building cleanliness in all areas used by HOPES CAP, Inc.
- Arrange furnishings and equipment in preparation for meetings, classroom activities and special events.
- Develop and maintain full knowledge of HOPES CAP, Inc. site layouts and utilities, and communicate their locations and functions as needed.
- Attend meetings and trainings for the purpose of receiving information on new and/or improved procedures.
- Inspect facilities to ensure that the site is maintained in an attractive and clean condition and/or identifying necessary repairs due to vandalism, weather conditions, etc.
- On-call assignments during various and severe weather conditions affecting HOPES CAP, Inc. properties.
- Maintains supplies and equipment to ensure availability of items required to properly maintain facilities.
- Conduct and document follow-up contacts for all services provided, identify, resolve and communicate obstacles and challenges to supervisors promptly.
- On-call assignments during various and severe weather conditions affecting HOPES properties.
- Participate promptly, actively and responsively in all required communications (calls, emails, data entry, reporting, meetings, etc.) as assigned.
- Actively participate in special community events and agency-wide initiatives including development events and activities.
- Perform any other duties as assigned in support of agency and program needs and operations.

**MINIMUM REQUIREMENTS:** (Must be fully met in order to qualify for position)

- High School Diploma or equivalent combination of education and experience.
- Proficient computer skills, including access to email and internet.
- Evenings and weekend work are regularly required for various agency initiatives, program and community activities and events.
- Ability to speak, read, write, comprehend, process, interpret follow and carry out instructions spoken in the English language and written in a variety of documents and reference relevant to the job.

**ADDITIONAL PREFERRED QUALIFICATIONS:** (Optional, used to determine best match in candidates)

- Experience in custodial work.

Submit resume to [hr@hopes.org](mailto:hr@hopes.org)

HOPES CAP, Inc. Is an Affirmative Action/EEO Employer  
HOPES CAP, Inc. is an At-Will Employer