Custodian
Dominican Sisters of Houston

POSITION SUMMARY: The Dominican Sisters of Houston (DSOH) seek a Custodian. DSOH is a community of Catholic women religious who are committed to remaining engaged in furthering their Dominican mission and living fully to the extent of their individual abilities and in relationship with each other. The primary responsibility of the position is to provide a safe environment for the sisters.

DESCRIPTION:
The ideal Custodian candidate will be a strong team player and communicator, preferably with a background in custodial, janitorial, and basic knowledge of maintenance and repairs. There is a retirement home on the main campus; experience in geriatric facilities is a plus.

EXPERIENCE:
Strong commitment to establishing warm and supportive relationships with residents and staff as well as focusing on daily maintenance issues.

- Experience with custodial duties
- Experience with basic equipment maintenance
- Experience with basic troubleshooting repair/maintenance issues
- Experience with small staff management.

DUTIES/RESPONSIBILITIES
Under the direction of the Facility Manager:
- Performs general cleaning and sanitizing tasks and janitorial duties
- Performs minor repairs and maintenance, such as light bulb replacement and minor plumbing leaks
- Performs limited grounds maintenance, such as leaf blowing and brush trimming
- Performs routine checks to ensure building systems are operational
- Performs housekeeping duties in offices and on-site residences
- Maintains a neat and orderly work area, ensures cleaning and maintenance supplies are stocked
- Assists in examining buildings/property for safety hazards, reports deficiencies to Facility manager
- Ability to climb ladders and work at heights
- Performs other related duties as assigned by management

REQUIRED SKILLS/ABILITIES
- Prolonged periods standing and walking and frequently pulling, pushing, and bending
- Must be able to lift and carry up to 25 pounds at times
- Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions
- Ability to perform basic repairs and operate tools or equipment used in routine maintenance
- High School Diploma or equivalent

POSITION HOURS AND SALARY
- Full time position
- On call for emergencies
- Gross annual salary commensurate with education, background, and experience
- Salary and Benefits: PTO, 403B retirement plan, long-term disability, medical and dental coverage, Health Savings Account, workers’ compensation, group term life and AD&D insurance, and professional development assistance

HOW TO APPLY
Send a resume and cover letter in a single attachment to Paula Porter, Human Resources Director, at pporter@domhou.org