



Job Title: Part-Time Campus Facility Steward

Department: Administration

Reports to: Operations Manager (In absence of Ops Manager VP of HR, Ops and Volunteer Programs)

Position Demographics

Salary Range: \$18 per hour. Part Time role with designated sick and PTO leave + 401 (K) Employer Match and Total Rewards package employee perks.

Weekly Hours: 25 hours per week at designated days assigned by Operations Manager.

Work Schedule: The employee will work (5) hours a week at the Fairview site, (15) hours a week at the Fellowship House (3 days a week), and (5) hours a week on the main site to support main campus Facilities Technician with facility needs.

Job Summary: The Part-Time Campus Facility Steward at UrbanPromise is responsible for managing maintenance tasks, ensuring the cleanliness and functionality of program buildings, and assisting with various property-related duties. This role includes conducting minor repairs, deep cleaning, interacting with local authorities, adhering to organization policies, and contributing to a safe and well-maintained environment. This role plays a critical part in maintaining the condition, safety, and cleanliness of UrbanPromise program buildings and grounds, creating a welcoming and functional environment for employees and visitors. The Part-Time Campus Facility Steward is expected to contribute to the organization's mission by ensuring that the facilities are well-maintained and operate smoothly.

Key Responsibilities:

1. **Maintenance Tasks:** Perform maintenance tasks, including but not limited to repairing holes in walls, changing lightbulbs, and replacing toiletry and restroom supplies in the Fellowship House and Fairview Program buildings.
2. **Interaction with Authorities:** Occasionally interact with authorities from Camden and/or Pennsauken Township as requested by the Operations Manager.
3. **Policy Enforcement:** Represent and enforce organization policies and procedures when dealing with third parties.

4. **Deep Cleaning:** Conduct deep cleaning tasks in program rooms, hallways, kitchens, restrooms, offices, stairways, sleeping quarters, and windows. This includes routine cleaning activities such as sweeping, debris removal, spill cleanup, and floor mopping.
5. **Trash and Recycling:** Regularly check and empty trash receptacles throughout the sites. Collect, consolidate, and separate recycling into the appropriate trash receptacles.
6. **Window and Surface Cleaning:** Clean windows, mirrored surfaces, and polish stainless steel surfaces to maintain a clean and presentable environment.
7. **Snow Removal:** Remove ice and snow from all walkways and entrances, with a priority on entrance ways. Also, ensure that all sidewalks under UrbanPromise off-site program buildings for Fairview and Fairview are cleared promptly.
8. **Compliance and Performance:** Adhere to all employee and communicable disease policies and actively participate in the employee performance appraisal process.
9. **Grounds Maintenance:** Mow grounds, weed, and mulch different site grounds as requested by the Operations Manager to ensure the overall upkeep and appearance of the property.
10. **Values:** Employee will always demonstrate the values of UrbanPromise Faith, Community, Holism, and Innovation.

Essential Job Requirements:

- Education: High school diploma.
- Experience: Prior experience in custodial or facilities management work.
- Required Skills: Ability to work independently without onsite direction, demonstrated social skills in handling challenging people, and the ability to prioritize activities.
- Preferred Skills: Ability to address minor facility issues.
- Physical Requirements: Capable of lifting 30 to 50 lbs.

****Equal Opportunity Statement**

UrbanPromise values diversity, inclusion, and equity as matters of fairness and effectiveness. We are committed to hiring and retaining a staff that reflects the diversity of the communities we serve, fostering an inclusive working environment where staff of all backgrounds feel welcomed and engaged in the UrbanPromise mission and to promote racial and social equity in our work.

UrbanPromise is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are encouraged to apply. Cover letter and resume should be submitted to UrbanPromise Ministries, VP of Human Resources, Operations, and Volunteer Programs at pfoxx@urbanpromiseusa.org