

Custodian

At Opportunity Junction, we believe that everyone who works hard deserves an opportunity to succeed. We help motivated Contra Costa job seekers develop the skills and confidence to launch careers that lead to financial security. The work is intensely rewarding. www.OpportunityJunction.org

We are seeking a part-time, 20 hours per week Custodian to join our team with the primary responsibility of keeping our office space interior and exterior clean and well-maintained. Preferred work schedule is 4 hours per day, 5 days a week, but we are flexible. Work must happen between the hours of 8:30 am and 5:30 pm Monday through Friday.

Proof of COVID vaccination required for employment. Masks must be worn in all public spaces unless alone in the office.

The Custodian's responsibilities include:

- Vacuum/dust/sweep/clean interior of office including floors, windows, bathrooms, kitchen, classroom and computer lab tables;
- Disinfect commonly used items like door handles, phones, copiers;
- Keep bathrooms and kitchen stocked with supplies;
- Empty trash and recycling bins;
- Water office plants;
- Clean out refrigerators weekly;
- Alert staff when cleaning supplies are running low; and
- Pick up garbage in front of office

Required Qualifications:

- Time management and multitasking abilities
- Good verbal communication skills
- Knowledge of cleaning products and where to use them
- Ability to lift and move at least 50 lbs.
- Ability to stand for long periods
- Ability to work with minimal supervision

Preferred Qualifications:

- East Contra Costa residents and people of color are encouraged to apply
- Some English strongly preferred

Salary and Benefits:

- Salary range is \$15.00 to \$18.00 per hour
- Employer contribution towards medical, dental, vision, life insurance and long-term disability insurance
- 16 paid holidays per year (half-days)
- 10.5 days of Paid Time Off per year to start

Instructions for Applying: Interested parties should contact Melinda Johnson, VP of Administration, at 925-775-0312 or melinda@opportunityjunction.org.