



**Job Title: Custodian**

**Position Type: Part time, non-exempt**

**Function/s: Organizational Development**

## **No More Empty Pots**

**Education. Stewardship. Sustainability.**

### **About No More Empty Pots**

No More Empty Pots (NMEP) is a grassroots non-profit corporation that connects individuals and groups to improve self-sufficiency, regional food security and economic resilience of urban and rural communities through advocacy and action. No More Empty Pots' vision is to support communities in becoming self-sufficient and food secure through collaboration and adhering to core values of education, stewardship, and sustainability.

### **Position Description | Custodian**

NMEP seeks a meticulous and customer-service oriented cleaning professional with commercial kitchen maintenance and minor construction experience to join the team. The position is responsible for keeping NMEP's Food Hub and administrative office safe and sanitary. All NMEP personnel are expected to prioritize people and a focus on relationships while maintaining high standards of program delivery and using sustainable budgeting and time management practices. This position will report to the Facilities Manager.

### **90% Custodial & Maintenance Responsibilities**

- Keeps building and property in clean, safe, and orderly condition
- Performs routine maintenance activities in administrative and commercial kitchen environments
- Performs regular heavy cleaning duties in accordance with COVID-19 and food safety best practices
- Sweeps, mops, scrubs, vacuums, or steam-cleans floors
- Gathers and empties trash and follows NMEP waste management practices to dispose of waste appropriately
- Scrubs, sanitizes, and supplies restroom facilities
- Dusts, cleans, and/or sanitizes furniture, walls, doors, windows, and equipment
- Safely handles and mixes cleaning solutions and chemicals as part of cleaning in accordance with instructions
- Follows procedures for the use of chemical cleaners and power machinery to prevent damage to facilities.
- Manages inventory of cleaning supplies
- Notifies managers regarding the need for repairs or additions to building operating systems
- May provide minor repairs or construction services when appropriate

### **10% Administrative**

- Attending supervision and team meetings, responding to email and communications, professional development

### **Other Duties as Assigned**

- Other duties as assigned

### **Required Qualifications:**

- At least 1 year substantially similar experience
- Experience and skill to safely handle hazardous equipment and chemicals
- Experience and skill to operate light, medium, and heavy equipment
- Experience and skill to work with a wide variety of staff and guests to problem solve safety and sanitation issues quickly and effectively

### **Preferred Qualifications:**

- Experience providing custodial or maintenance services in a commercial kitchen environment

- Experience and skill to manage IT equipment and platforms
- Eager to learn new resources in a tech-positive organizational culture
- Customer service background and friendly persona

**FYI Competencies:**

**Communicates Effectively:**

You're comfortable using a broad range of communication styles, and you choose appropriate, effective ways to communicate to different audiences in diverse situations.

**Cultivates Innovation:**

You use information from a variety of sources—including personal experience and your own observations—to identify and solve problems. You take pride in your work and strive for excellence to achieve the best possible results.

**Builds Networks:**

You work cooperatively and collaboratively with others to achieve collective goals. You plan, implement, manage and measure projects and tasks in a timely and directed manner.

**Demonstrates Self-Awareness**

You use sound judgment to meet or exceed workplace guidelines, standards and expectations. You acquire and apply new knowledge and skills in all of your experiences.

**Situational Adaptability**

You recognize how your beliefs, ethics and actions fit within the context of a greater community.

**Working Conditions and Physical Demands:**

- Frequently operates small and medium-size machinery for regular cleaning and maintenance purposes
- Frequently moves product and materials weighing up to 50 pounds
- This person must be able to work effectively in environments that are often loud, cramped, hot, or cold
- This person frequently communicates with staff, students, volunteers, vendors, guests, and others about building operations, policies, and products. Must be able to communicate and exchange accurate and relevant information in these situations.
- Frequently positions self to reach products and equipment stored in high or low locations
- May work in indoor or outdoor conditions or in environments that are hot, cold, or noisy
- Constantly moves about two different and different floors of a multistory building

**STATUS:** Part time, non-exempt

**Hours & Schedule:** 20-25 hours per week; Regular schedule; on-call availability preferred

**Compensation:** Commensurate with experience, \$15-20/hour

**Benefits:** Full time staff are eligible for insurance benefits and all staff are eligible for paid vacation and personal time off. Flexible schedule and annual professional development funds.

**Reports to:** Facilities Manager

**To Apply:** To be considered for this position, please submit a resume and 2 professional references to No More Empty Pots at [jobs@nmepomaha.org](mailto:jobs@nmepomaha.org). Be sure to include why this position with No More Empty Pots is a good fit for you.

No More Empty Pots does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.