

Heart, Love & Soul Inc.

Job Title: Custodian / Driver / Pantry Worker

Job Status: Full Time, Hourly/Non-Exempt

Pay: \$17.31 per hour

Supervisor: Assistant Director

Send Resume to: Pamela Dixon – p.dixon@heartloveandsoul.org

Job Summary: Assist with pick up of food and other items, stock shelves, and maintain cleanliness and appearance of building, inside and outside, through custodial tasks and minor repairs.

Essential Duties:

- Assist with pick up of food, supplies, and other items.
- Stock shelves with food and other supplies.
- Assist with pick up and /or receive donations - weigh, record and add to inventory.
- Maintain organization of storage areas, garage, and tools.
- Assist with Food Giveaways and Holiday Distributions.
- Dispose of trash, including recycling items.
- Daily clean up routine of the dining area, particularly with floor maintenance.
- Maintain cleanliness in the pantry.
- Maintain grounds - cleanliness and lawn mowing.
- Remove snow from walkways, maintain clear walkways and apply rock salt as needed.
- Daily custodial tasks, including general cleaning, cleaning bathrooms, sweeping, mopping, etc.
- Monitor truck, building & equipment repairs and maintenance.
- Perform minor building and equipment maintenance and repairs.
- Inform the Assistant Director of any building or equipment concerns or repairs needed.
- Keep Assistant Director informed of needed supplies to perform required duties.
- All other duties as assigned.

Required Knowledge, Skills & Abilities

- Ability to organize space and materials.
- Ability to do minor repairs and maintenance.
- Prompt, dependable, honest, and clean in appearance.
- Good communication skills.

Qualification Standards High school graduate or equivalent required; clean driver's license required; ability to drive a box size truck; and related work experience is preferred.

Ergonomic Requirements Sitting, standing, walking, stooping, bending, manual dexterity with considerable physical demands, such as lifting and carrying heavy items (not to exceed 50 pounds when lifting alone).

