**Position Title**: Custodian

**Organization**: Jewish Family Service of San Diego

**Position Type**: Part-time, non-exempt - 15 to 18 hours per week

Typical Schedule is Monday through Friday 10:00 am to 1:30 pm.

**Pay Rate:** $14.00/ Hour

**Standardized Benefits**: Benefits for this position include a 401(k) plan, medical, dental and vision coverage, flexible spending accounts, life insurance and generous holiday benefits.

**Overview:**

The typical schedule for this position includes hours Monday through Friday, 10:00 AM to 1:30The Custodian will coordinate logistical support for the College Social & Wellness Center located in Del Cerro.

* Daily set ups of room- includes moving tables, chairs multiple times during day for multi-use rooms.
* Setting up A/V equipment- including: Power Point, projectors, microphones, Films/DVD players.
* Assisting in Nutrition program at center- helping to bring food containers into the kitchen from vehicle, assist with distribution of items from Food Pantry/ Nutrition program as needed.
* Light Janitorial duties: including: maintain overall cleanliness at center: cleaning and stocking bathrooms as needed, mopping, cleaning of supplies and furniture.
* Light Handyman duties: light repairs of equipment and assembly of equipment as needed.
* Supervision of parking lot at end of program and as assigned.
* Errands and other driving tasks for the agency.
* Assist with other duties and occasional work at main campus in Kearny Mesa and other agency locations.

**Position Requirements**

The ideal outgoing and personable candidate will have:

* High school diploma or GED
* Clean DMV and Background Check
* At least one year experience working in a convention center, senior center or catering environment
* Basic computer skills including ability to communicate via email, create signage, navigate through the internet, etc.
* Familiarity, knowledge and experience of cleanliness standards, supply ordering, and basic repairs
* Ability to push/pull/lift objects up to 75 pounds
* Team player with proven mechanical aptitude, customer service skills, decision making/problem solving skills, and communication skills
* Knowledge and experience working in an environment serving seniors is preferred.

**Contact Information**

To be considered, please email your cover letter (including salary requirement) and resume to [resume4321@jfssd.org](mailto:resume4321@jfssd.org). Please, principals only. Please, no follow-up phone calls or emails.

**About Jewish Family Service of San Diego**  
Jewish Family Service of San Diego is a client-centered, impact-driven organization working to build a stronger, more resilient community.  For nearly 100 years, Jewish Family Service has been a trusted resource for the entire community, offering an array of services that are always life-changing, and often life-saving.  At Jewish Family Service, we believe our employees are the backbone of our Agency.  We strive to ensure that each employee is treated with dignity and respect.  Our goal is your success.  Come work at JFS and be our partner in *Moving Forward Together*.  To learn more about JFS, please visit jfssd.org.