



of Colorado Springs

519 North Tejon Street

Colorado Springs, CO 80903

(719) 329-1244; office@familypromisecos.org

Family Promise Custodian

The **mission** of Family Promise/ IHN is to engage the community and its resources in providing basic, preventative, and supportive services to families with children who are in homeless situations or at risk of becoming so.

We engage five primary programs in pursuit of our mission:

- 1) Heart in Home: Homeless Prevention, Rapid Rehousing, and Shelter Diversion – Provides case-management and limited financial assistance to families with children who are experiencing housing instability and at risk of homelessness.
- 2) The Interfaith Hospitality Network – Family Promise’s core program for the past 22 years. This is currently a network of 30+ local faith congregations in the Colorado Springs area that utilize space in their facilities as temporary shelter for families experiencing homelessness admitted to the IHN Family Shelter service.
- 3) New Promise Family Shelter – Family Promise’s newest expansion of services provides emergency shelter for families with children under the age of 18 years old. After a maximum of two weeks after entrance families engage in case management services to secure housing, increase income, etc.
- 4) Community Care Transitional Housing – Transitional Housing service to provide up to 6 months stable housing to families who meet their goals the IHN shelter service and need longer support to obtain permanent affordable housing.
- 5) Graduate Support - Up to 12 months of supportive services post housing services, to ensure families achieve long term stability.

Position Description: Permanent, part-time position – 28 hours per week. Requires some local same-day travel, occasional evening and weekend availability.

Responsibilities:

The organized, highly motivated person in this part-time, non-exempt 28 hours/week position assists in all aspects of Family Promise’s property management including: laundry, room cleaning, communal area cleaning and sanitization, outdoor maintenance with occasional support with property upkeep.

The principle tasks of the Custodian are:

- Room cleaning and laundry at New Promise Family Shelter, cleaning of communal areas.
- Room cleaning and communal area sanitization at the IHN Family Shelter.
- Maintain inventory of cleaning and hygiene items.
- Cleaning of office spaces.
- Assistance with Family Promise special projects.
- Other duties as assigned by the Facilitates Manager.

Work Environment:

- Work is split between office environments and on-site at Family Promise properties.
- Frequent lifting of materials of up to 50 pounds may be necessary.
- Job may require working occasional evenings and weekends.
- Some same day, in-town travel required.

Minimum Qualifications:

Education: High School Diploma or Equivalent

Experience:

- Minimum of 1-year experience doing housekeeping, house cleaning, and/or general maintenance.

Other Requirements:

- Must have excellent communication skills, including both written and verbal communications.
- Must be able to work independently, as well as effectively within a team. Must be able to work well with colleagues, board trustees, and volunteers.
- Must have excellent creative problem-solving skills.
- Must be detail oriented and able to complete projects in a fast-paced, environment.
- Valid Colorado driver's license and vehicle insurance
- May need to use personal vehicle (mileage reimbursement) when company vehicle not available.
- Willing to complete and ability to pass a background check.
- Willing to comply with the Family Promise confidentiality policy.
- Willing to work variable hours.

Salary – Starting \$15-\$16 per hour DOE

Schedule - Monday through Friday 9am to 3 pm.

Benefits – Paid Time Off, Sick Time, and Holiday Pay

To Apply:

Please submit cover letter and resume to:

Family Promise of Colorado Springs
519 North Tejon Street
Colorado Springs, CO 80903

Email: office@familypromisecos.org (Custodian in subject line) or Fax: (719) 329-1288

This position will be filled as soon as a qualified candidate is identified. Due to limited staffing resources, we are unable to respond to phone and in person inquiries. This job announcement is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

*Family Promise of Colorado Springs is an equal opportunity employer and seeks a diverse pool of applicants.
Family Promise of Colorado Springs is a drug free workplace.*

Visit www.ihn-cos.org to learn more about Family Promise of Colorado Springs and www.familypromise.org to learn about our parent organization.