



**Carter Commons  
Guest/Cleaning Assistant  
Job Description**

**Overview:** Beyond Housing exists because home matters. We begin with actual houses and housing preservation, focusing on quality and stability to give people a place to start. But there is more to a home than the house ~ home is about the life that happens in and around the house, as well as the life that fuels and draws out the best of the people within it. That life, in turn, is shaped by the community, its influences, its structures, and the people and dynamics that define it.

Beyond Housing helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be ~ every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build, and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

**Position:** The Custodian professional will be responsible for performing a variety of cleaning duties & will be the public face of the Carter Commons food hall. The Custodian will be in charge of cleaning and maintaining all public and private spaces to employer standards. Duties will include sweeping, mopping, glass and surface-cleaning and sanitizing, dusting, and sanitizing restrooms. Attention to detail and a positive attitude are essential. The ideal employee is punctual, thorough, timely, and eager to learn.

**Responsibilities include, but are not limited to:**

- Maintain the overall cleanliness of all common areas of food hall
- Sanitize and clean all tables, chairs, while maintaining placement and position of tables and chairs after each customer
- Gather and disposing of trash containers regularly
- Clean/sanitize and supply restrooms
- Perform dusting, sweeping, vacuuming, and mopping all common areas
- Clean and disinfect all touchpoints throughout the facility including hallways and breakrooms
- Clean and sanitize dining areas and countertops
- Clean and all public areas within Carter Commons
- Maintain clean, orderly custodial storage areas
- Stock and maintain supplies and inventory
- Understand emergency procedures
- Follow all PPE/GME requirements
- Assist customers and workers, maintaining a positive, helpful, and professional demeanor at all times

**Cleaner Requirements and Qualifications**

- Ability to follow verbal direction
- Ability to work well alone and with a partner or team
- Reliable and punctual with dedicated professionalism to job and duties
- Excellent time management skills
- Pays close attention to detail
- Organized and able to follow a schedule.
- Physically able to reach, stretch, bend, and walk during the daily routine, with ability to stand for long lengths of time (6-8 hours)
- Ability to lift up to 25 to 30 pounds
- General knowledge of cleaning products, supplies, and techniques for cleaning
- Able to work nights, weekends, and occasional holidays
- May work special events, as needed.
- Maintains positive Company morale and professional attitude.
- Can effectively communicate with Management, Team Members, and Guests
- Execute and assist with other staff in assuring excellent guest experience



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- Ability to work well with other team members.
- Help create a unique & exciting environment
- Promotes Positive Customer relations, greets guest and creates friendly atmosphere
- Someone who loves to help and serve others
- Excited to learn new skills
- Opportunities for professional growth and development, both long and short term
- Strong problem solving and multi-tasking skills

**Personal Qualities:**

- **Collaborative** -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- **Creative and Curious** -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- **Methodical** -- Strong analytical, systems, and problem solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action through strong program design and evaluation.
- **Reliable** -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- **Trusted** -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.
- **Driven** -- Passion for the work and an interest in continuous learning and improvement.

**Experience and Qualifications:**

- High school graduate or general equivalency diploma (G.E.D.)
- Retail, food service, cleaning or custodial experience preferred

**Supervisor:**

- Food Hall Supervisor

**Supervises:**

- None

**Salary and Benefits:**

- Part-time position without benefits, as determined in current Beyond Housing Employee Handbook

**Application Instructions:**

Please send **resume** in PDF or MS Word format to [hr@beyondhousing.org](mailto:hr@beyondhousing.org) by July 5, 2021. This position will remain posted until it is filled.

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***The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.***

At Beyond Housing, we are committed to promoting **Diversity, Inclusion, and Equity** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.