



Custodian

Bayview Overview

Bayview Foundation, Inc. is a nonprofit organization that provides affordable housing and supportive services to residents living in Madison's beautiful and historic Triangle Neighborhood. At the center of the neighborhood, Bayview operates a comprehensive community center that provides culturally relevant and responsive educational, recreational, and cultural programs and services.

After years of in-depth planning with residents and community leaders, Bayview is in the second year of a phased, three year plan to rebuild the 6.4 acre property. By the end of 2024, the new Bayview will feature 130 apartment units, serving up to 200 more low-income residents; a stunning new community center that is twice the size of the current center and more accessible to the entire neighborhood; and more green space for residents and neighbors to gather, grow food, and relax.

Position Summary

We are seeking a detail-oriented and motivated Custodian to join our team and ensure the cleanliness, safety, and functionality of our facilities, including Bayview's new community center, common areas in the residential buildings and grounds. The ideal candidate will possess a strong work ethic, excellent time management skills, and a proactive attitude towards ensuring a clean and well-maintained environment. This is a unique position to work in a housing and community center setting that is designed to support residents.

Duties and Responsibilities

- Perform routine cleaning and sanitization tasks, including sweeping, mopping, vacuuming, dusting, and trash removal, to maintain a clean and orderly facility.
- Clean and disinfect restrooms, classrooms, hallways, common areas, and other designated spaces in accordance with established cleaning and hygiene standards.
- Routine cleaning and power washing of underground parking areas and trash enclosures.
- Regularly inspect facilities and grounds to track issues with compliance and damages.
- Some landscaping and grounds maintenance.
- Monitor and keep inventory of supplies of cleaning materials, toiletries, and other necessary items to ensure continuous availability.
- Collaborate with other team members to develop and implement efficient cleaning schedules and procedures.
- Follow established safety protocols and use protective equipment when handling cleaning chemicals.
- Maintain accurate records of cleaning activities, noting dates, times, and tasks performed.
- Provide exceptional customer service to employees, visitors, and residents by building relationships & addressing inquiries and concerns in a courteous & professional manner.

- Adhere to environmentally-friendly practices and promote sustainability by participating in recycling and waste reduction initiatives.
- Maintain cleanliness and organization of office and storage maintenance areas.
- Other duties as assigned

Desired Qualifications and Skills

- High school diploma or equivalent is preferred.
- Proven experience in janitorial, custodial, and/or maintenance roles.
- Knowledge of proper cleaning techniques, sanitation standards, and safe handling of cleaning chemicals.
- Ability to operate and maintain cleaning equipment such as vacuums, mops, floor cleaners/polishers.
- Strong organizational skills and the ability to prioritize tasks effectively.
- Excellent communication and interpersonal skills.
- Detail-oriented mindset with a commitment to delivering high-quality results.
- Ability to plan and schedule work priorities
- Sensitivity to cultural differences and practices.
- Bilingual in Spanish or Hmong preferred
- Requires walking campus from building to building.
- Ability to work on physically demanding tasks and projects.
- Ability to lift, push and/or pull at least 50 pounds.
- Ability to use email and texting capabilities
- Ability to maintain confidentiality

Hours and Compensation

This is a part time, 20 to 25 hours per week, position during the hours of 3:30-8:30pm (this time-frame may be adjusted based on staffing and needs). Pay is \$20/hour - \$22/hour with accrued paid holidays, vacation, personal time, and sick leave.

Application Submission & Timeline

Submit your resume (that specifically highlights your professional experiences as they relate to the position) to Bayview Foundation at employment@bayviewfoundation.org and include "Custodian" in the subject line.

Preference will be given to applications received on or before Monday, April 22, 2024.

Bayview's team will review all applications and if we believe your qualifications would make a good fit, we'll contact you to schedule a virtual screening.

Bayview's interview process for this position will include the following steps:

Step 1: Virtual Screening - learn more about the role and share your experience (~20 minutes)

Step 2: In Person Interview (~ 1 hour)

Step 3: Reference Checks

Step 4: Possible follow-up interview

Equal Employment/Non-Discrimination

Bayview is an equal opportunity employer and does not discriminate on the basis of sex, gender identity, race, color, religion, creed, national origin, ancestry, age, marital status, disability, sexual orientation, arrest or conviction record, or any other category protected by federal, state or local law. Bayview is an Equal Employment Opportunity/Affirmative Action Employer.