

Custodian

Full-Time | Hourly



Jobs • Housing • Hope

About Project Place

Since 1967, Project Place has been a resource for individuals who are experiencing homelessness in Boston. Through innovative programming, including social enterprises, we facilitate the successful transition of individuals to economic self-sufficiency. Comprehensive programming consists of classroom instruction, on-the-job training, case management services, housing and job placement, credential training, retention, and employment services.

Our office is in the South End of Boston, conveniently located less than a mile from the MBTA Orange subway line and Red subway line. The MBTA Silver Line bus also stops directly in front of our building.

Please visit our website at www.projectplace.org for more information about our organization.

About This Job

Job Title: Custodian

Reports to: Director of Clean Corners Bright Hopes

Responsibilities:

Clean Corner Bright Hopes (CCBH) is a small business of Project Place that offers outdoor cleaning, beautification, and janitorial services. Customers include the Boston Red Sox, the Holocaust Memorial, the Phoenix Gym, and the Cannistraro manufacturing facility. Project Place clients who participate in this transitional employment program graduate with skills that transfer directly to a variety of industries. The Custodian will report to the Director of CCBH and will oversee the custodial services conducted at the Cannistraro manufacturing facility in the Boston Seaport. This individual will be responsible for providing onsite supervision and training to CCBH clients working alongside them at the job site.

Specific duties of the Custodian include:

- Conducting daily cleaning and maintenance duties as defined by Cannistraro and communicated on a task list

- Cleaning, disinfecting, and monitoring indoor spaces including bathrooms, offices, conference rooms, common areas, breakrooms, stairwells, vestibules entries, and loading docks
- Monitoring cleaning supply levels and providing timely reports to the Director of CCBH when items need to be reordered
- Monitoring and cleaning outdoor spaces, including the collection of trash/sand and the removal and control of weeds
- Working alongside and teaching a variety of CCBH clients how to perform custodial tasks professionally and competently
- Modeling exemplary on-the-job conduct for CCBH clients so that they learn the skills and qualities needed to succeed in a fast-paced work environment. Skills and qualities such as:
 - Attendance & reliability
 - Ability to work independently
 - Positive attitude
 - Teamwork
 - Eagerness to learn
 - Receiving constructive feedback
 - Workplace safety
 - Productivity
- Providing the Director of CCBH with performance feedback on the CCBH clients that assist at Cannistraro
- Other tasks as assigned by the Executive Director or designee.

Qualifications:

- Excellent communication skills
- Experience training and serving as a role model for adult learners with varying levels of work experience
- Knowledge of various cleaning products and when to use them safely
- Ability to lift and move at least 50 pounds and stand for long periods of time
- Excellent organizational and time-management skills
- Adherence to safety guidelines when working in a manufacturing setting
- Familiarity with the barriers associated with individuals experiencing homelessness, returning to the community from incarceration, and experiencing substance use disorders preferred.

Location: Cannistraro, 25 Fid Kennedy Ave, Boston, MA 02210

Schedule: Monday through Friday; 40 hours a week.

Compensation & Benefits

The pay rate for this position is \$21 per hour.

Our benefits include:

- 3 weeks of vacation in the first year; 4 weeks of vacation every year thereafter
- 10 sick days and 3 personal days annually
- 13 holidays and 1 floating holiday
- Medical insurance, dental insurance, vision insurance, life, and long-term disability insurance
- 401(k) plan and 401(k) match.

How to Apply

Please submit both a cover letter and resume to Jackson Sena, Director of Clean Corners Bright Hopes, at jsena@projectplace.org. No phone-call inquiries or in-person applications, please.

Equal Employment Opportunity & Affirmative Action Policy

It is the policy of Project Place to provide equal employment opportunities without regard to race, color, religion, sex, national origin or ancestry, age, disability, military or veteran status, sexual orientation, gender identity or expression (including transgender), genetic information or any other protected characteristic under applicable law (“protected class status”).

Project Place also will take affirmative action as called for by applicable laws and Executive Orders to ensure that diverse individuals, including qualified individuals with a disability, are introduced into the Agency’s workforce and considered for promotional opportunities.