



# UrbanPromise

**Job Title:** Part-Time Campus Facility Steward

**Department:** Administration

**Reports to:** Operations Manager

**Position Demographics**

**Salary Range:** \$18.80 per hour. Part Time role with designated sick and PTO leave + 401 (K) Employer Match and Total Rewards package employee perks.

**Weekly Hours:** 25 hours per week at designated days assigned by Operations Manager.

**Work Schedule:** The employee will work (8) hours a week at the Fairview site twice a week, (15) hours a week at the Fellowship House (3 days a week), and (5) hours a week on the main campus to support main Campus Facilities Technician with facility needs.

**Job Summary:** The Part-Time Campus Facility Steward at UrbanPromise is responsible for managing maintenance tasks, ensuring the cleanliness and functionality of program buildings, and assisting with various property-related duties. This role includes conducting minor repairs, deep cleaning, interacting with local authorities, adhering to organization policies, and contributing to a safe and well-maintained environment. This role plays a critical part in maintaining the condition, safety, and cleanliness of UrbanPromise program buildings and grounds, creating a welcoming and functional environment for employees and visitors. The Part-Time Campus Facility Steward is expected to contribute to the organization's mission by ensuring that the facilities are well-maintained and operate smoothly.

**Key Responsibilities:**

1. **Maintenance Tasks:** Perform light or routine maintenance tasks as directed by Operation Manager with on and off campus sites. Notify Operations Manager if there are tasks beyond capabilities.
2. **Interaction with Authorities:** Occasionally interact with authorities from Camden and/or Pennsauken Township as requested by the Operations Manager.
3. **Policy Enforcement:** Represent and enforce organization policies and procedures when dealing with third parties.
4. **Deep Cleaning:** Conduct deep cleaning tasks in program rooms, hallways, kitchens, restrooms, offices, stairways, and windows. This includes routine cleaning activities such as sweeping,

debris removal, spill cleanup, and floor mopping and other duties assigned by Operations Manager.

5. **Trash and Recycling:** Regularly check and confirm trash and recycling is properly containerized throughout the facilities and is being regularly removed from trash receptacles and properly disposed. Notify Site Directors and Operations Manager if there are any issues.
6. **Window and Surface Cleaning:** Clean windows, mirrored surfaces, and polish stainless steel surfaces to maintain a clean and presentable environment.
7. **Ice and Snow Removal from General Maintenance:** Spread salt/ice melt on exterior entrances and walkways as needed to conform with municipal regulations and or as directed by Operations manager. Notify Operations Manager if safety concerns are not remedied for on campus and off campus sites.
8. **Grounds Maintenance:** Maintain exterior grounds on and off site as directed by Operations Manager in coordination with partner groups using facilities. This may include weeding, painting, or other exterior tasks.
9. **Values:** Employee will always demonstrate the values of UrbanPromise Faith, Community, Holism, and Innovation.
10. **Compliance and Performance:** Employee will adhere to employee handbook, communicable disease polices, special events, and will participate in company performance management process.

**Essential Job Requirements:**

- Education: High School Diploma.
- Experience: Prior experience in custodial or facilities management work.
- Required Skills: Ability to work independently without onsite direction, demonstrated social skills in handling challenging people, display excellent customer service skills, and the ability to prioritize activities.
- Preferred Skills: Ability to address minor facility issues.
- Physical Requirements: Capable of lifting 30 to 50 lbs.

**\*\*Equal Opportunity Statement**

UrbanPromise values diversity, inclusion, and equity as matters of fairness and effectiveness. We are committed to hiring and retaining a staff that reflects the diversity of the communities we serve, fostering an inclusive working environment where staff of all backgrounds feel welcomed and engaged in the UrbanPromise mission and to promote racial and social equity in our work.

UrbanPromise is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are encouraged to apply. Cover letter and resume should be submitted to UrbanPromise Ministries, VP of Human Resources and Volunteer Programs Pamela Foxx-Levi at

[pfoxx@urbanpromiseusa.org](mailto:pfoxx@urbanpromiseusa.org)