



**St. Paul Church of God in Christ Community Development Ministries, Inc.**

**Bishop Charles M. Ford, President**

**Elder Kevin A. Ford, Executive Director**

**Building Custodian/Janitor**

SPCDM is currently seeking a qualified individual to assist in the efficient day-to-day maintenance of the building with detailed attention required to maintain a hygienic, safe, and secure working environment.

Eligible candidate must have a passion for the job responsibility and the ability to communicate and work well in an environment of culturally diverse populations.

**Job Title: Building Custodian/Janitor**

**Essential Responsibilities:**

- Maintain a safe and hygienic environment free from recognized hazards daily;
- Keep building in clean and orderly condition;
- Remove snow and other debris for safety from entrances and exits;
- Clean all glass doors, glass partitions, and mirrors;
- Vacuum, sweep, wet mop floors, stairways, corridors to ensure cleanliness;
- Strip, buff, seal, finish, and polish floors;
- Operate heavy cleaning equipment such as scrubbing machines, high-speed buffers, carpet shampooer, wet and dry vacuum;
- Clean and sanitize all bathrooms, toilet paper, and soap required to be stocked at all times;
- Clean sinks, countertops, microwaves, coffee pots and refrigerator;
- Empty all trash cans, replace liners, and clean receptacles as necessary;
- Dust and clean office desks and furniture;
- Clean window sills and wash windows;
- Maintain custodian closets in a clean, organized, and safe manner;
- Maintain janitorial equipment in a clean, safe and operable condition;
- Determine type of chemicals and equipment necessary for specific cleaning tasks;
- Proper labeling, dilution and follow procedures for use of all chemical cleaners;
- Maintain inventory of supplies and inform designated administrative staff of small or missing supplies/equipment immediately;
- Check daily to ensure proper operation of exit signs, smoke alarms, carbon monoxide alarms, and replacing light bulbs and batteries when needed;
- Check light fixtures internally and externally to ensure proper operation, and replacing light bulbs when needed;
- Monitor efficient operation of furnace, boiler, and dehumidifier, perform routine maintenance activities, replace fuses and filters, notify management of need for repairs;
- Review, follow-up, sign and return all work orders;
- Other related duties as required.

For more information, contact Ford's constituent service offices: 816 S. Oak Park Avenue in Oak Park, [708-445-3673](tel:7084453673); 4800 W. Chicago Avenue in Chicago, [773-378-5902](tel:7733785902); Stratton Office Building in Springfield, [217-782-5962](tel:2177825962); or visit [www.lashawnford.com](http://www.lashawnford.com).



**St. Paul Church of God in Christ Community Development Ministries, Inc.**

**Bishop Charles M. Ford, President**

**Elder Kevin A. Ford, Executive Director**

**Reading/English Language Arts Instructor**

Interested in helping to prepare adult populations to enter into a career in construction and trade-related industries?....Join our team!

SPCDM is currently seeking qualified high school and college-level instructors for its upcoming career-readiness class who are passionate about teaching and able to communicate effectively with culturally diverse populations.

**Job Title:** Language Arts Instructor

**Primary Responsibilities:** Integrate research-based reading and literacy strategies to assist students in word recognition, reading comprehension, fluency, vocabulary development, spelling, expressive writing, and how to articulate; provide literacy preparation in the areas of conversational and listening skills as related to career readiness. Prepare the students to attain a proficient reading level of at least first-year college level.

**Minimum Requirements:**

- Illinois State Board of Education certification, reading endorsement and/or Master-level reading instructors preferred.
- Applicants must have experience teaching adult education and be capable of working with hard to serve populations.

SPCDM is actively scheduling interviews for potential candidates. Only qualified candidates will be contacted for an interview.

Please email Resume/Curriculum Vitae to [spcdm@sbcglobal.net](mailto:spcdm@sbcglobal.net)

Subject line: (enter your interested position)

4550 S. Wabash Avenue, Chicago, Illinois 60653  
Office: 773.538.5120 | Fax: 773.538.5125 | [spcdm@sbcglobal.net](mailto:spcdm@sbcglobal.net) | [www.stpaulcdm.org](http://www.stpaulcdm.org)

*"For No Man Stood So Tall as to Stoop to Help a Child and Fallen Humanity"*

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**Mathematics Instructor**

Interested in helping to prepare adult populations to enter into a career in construction and trade-related industries?...Join our team!

SPCDM is currently seeking qualified high school and college-level instructors for its upcoming career-readiness class who have a passion for teaching mathematics and able to communicate effectively with culturally diverse populations.

**Job Title: Mathematics Instructor**

**Primary Responsibilities:** Must be proficient in Algebra, Geometry, Calculus, Trigonometry with an emphasis on trade math; ensure students have a comprehensive understanding of methodologies, fundamental principles, fluid dynamics, and essential mathematic concepts. Prepare the students to attain proficient mathematical skills of at least first-year college level.

**Minimum Requirements:**

- Illinois State Board of Education certification, Professional Educator License with content/subject area endorsement, and/or Master-level mathematics educator preferred.
- Applicants must have experience teaching adult education and be capable of working with hard to serve populations.

SPCDM is actively scheduling interviews for potential candidates. Only qualified candidates will be contacted for an interview.

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**St. Paul Church of God in Christ Community Development Ministries, Inc.**

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**Elder Kevin A. Ford, Executive Director**

**Administrative Assistant**

SPCDM is currently seeking a qualified individual to assist in the efficient day-to-day operation of the office, and support the work of management and other staff. Eligible candidate must display a passion for helping others and the ability to communicate and work well in an environment of culturally diverse populations.

**Job Title: Administrative Assistant**

**Essential Responsibilities:**

- Answer general phone inquiries using a professional and courteous manner;
- Direct phone inquiries and voice messages to the appropriate staff members;
- Greet clients/visitors/staff to the organization in a professional and friendly manner;
- Provide general administrative and clerical support including mailing, scanning, faxing and copying;
- Prepare letters, documents, and forms when applicable and required, using the computer's data entry for word processing, spreadsheets, and database software;
- Prepare and send outgoing mail (electronic and/or hardcopy) and faxes;
- Open, sort, and distribute incoming correspondences to the appropriate staff member;
- Forward incoming general e-mails to the appropriate staff member;
- Receive, store, and maintain office supplies ensuring that basic supplies are always available;
- Manage electronically and hardcopy filing system of documents and materials according to the established procedures;
- Prepare and maintain database as required (which may include interaction with social media);
- Internet research as needed;
- Coordinate the maintenance of office equipment to ensure optimal operation;
- Timekeeping on a daily basis, to ensure all program participants and independent contractors complete the signage sheet timely. Tardiness and absences are to be immediately noted and reported to the Program Monitor and Case Manager;
- Ensure all guests and visitors fill out the signage sheet;
- Provide program support to the administrators and teachers as needed;
- Monthly inventory of all supplies, books and equipment reported directly to the Program Monitor.
- Other related duties as required.

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