



Custodian

Date: 6/26/2019

Reports to: Property Manager

Department: Administrative

Classification: Non-Exempt

Status: Full-time (Non-Traditional Hours)

POSITION SUMMARY:

Performs custodial and light landscaping duties at the Girard Central Office Complex and other agency facilities as needed to ensure a safe and clean environment for SEK-CAP staff, customers, and visitors.

ESSENTIAL FUNCTIONS:

- Maintain, clean, sanitize, sweep, mop, and/or vacuum all surfaces daily in both central office buildings.
- As needed, and dependent upon selected hours, help staff with meeting room set-up, moving equipment or supplies, and any other general maintenance support activities, as directed.
- Inventory janitorial supplies and submit orders for restocking.
- Keep facilities clean and orderly inside and outside.
- Check outside areas daily for hazards and correct all problems as they arise.
- Empty all waste baskets and garbage containers daily and wash out waste baskets once a week.
- Immediately report any damages or needed repairs to Facilities Maintenance Staff.
- Attend all required meetings and events,
- Respect and support cultural differences and diverse family structures.
- Demonstrate good work habits such as arriving on time and adhering to appropriate break times.
- Attend mandatory training and staff meetings.
- Responsibility to report any suspected abuse or neglect to appropriate authority.
- Advocate for SEK-CAP, Inc. in the community.
- Complete required documentation and reports.
- Maintain and assures confidentiality and privacy of SEK-CAP, Inc. customers.
- Uphold and promote the Code of Ethics, Core Values, and Mission Statement of SEK-CAP, Inc.
- Support management decisions both in actions and words.
- Other duties as assigned.

KNOWLEDGE AND EXPERIENCE:

Essential:

1. Operate equipment necessary in the cleaning and light maintenance of the facilities.
2. Know and understand safety precautions on all electrical equipment used in necessary cleaning and repairs.
3. Knowledge of different chemical compositions when mixing for cleaning use.
4. Superior interpersonal skills. Ability to get along with diverse personalities. Tactful, mature, and flexible.
5. Ability to meet and deal tactfully with the general public and to communicate effectively and clearly both orally and written.

6. Resourceful and well organized.
7. Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers.
8. Ability to learn and adapt to change.

Desired:

Previous custodial experience.

EDUCATION AND QUALIFICATIONS:

1. High School diploma or GED is required.
2. Submit to and pass standard criminal history check.
3. Submit to and pass standard drug screen test.
4. Possess current, valid driver’s license and must be able to meet agency insurance underwriting guidelines.
5. Obtain First Aid and CPR certification.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Use hands to finger, handle, or feel;
2. Reach with hands and arms;
3. Sit or occasionally stand; walk and stoop, kneel, or crouch;
4. Regularly lift and/or move up to 30 pounds;
5. Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus;
6. Occasional exposure to wet and/or humid conditions;
7. Outside weather conditions;
8. Extreme cold and extreme heat;
9. Noise level is usually quiet to moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

Supervisor Signature

Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

Employee Signature

Date