

HUMBOLDT SENIOR RESOURCE CENTER Job Description

JOB TITLE: Custodian
DEPARTMENT: Administration/Adult Day Health Services
REPORTS TO: Facilities Supervisor
APPROVED: **March 2019**

JOB SUMMARY: Under the supervision of the Facilities Supervisor, the Custodian is responsible for maintaining clean, sanitary, and safe conditions for all designated areas used by employees/participants at 1910 California Street and 1901 California Street, Building A, and as assigned by the Facilities Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintains assigned areas including: kitchens, bathrooms, dining rooms, break rooms, activity rooms, elevator, drinking fountains, and garbage bin areas according to task checklist.
2. Provides support activities, including but not limited to, responding to custodial emergencies, replacing lamps and light fixtures, safeguarding assigned areas from unauthorized use, setting up furniture as assigned, and making minor repairs and adjustments to equipment and furniture, such as oiling doors, tightening screws, and replacing chair feet and tables.
3. Maintains inventory of products used and communicates supply needs to the Facilities Supervisor.
4. Alerts Facilities Supervisor to actual and potential problems in the building or on the grounds.
5. Performs additional duties as assigned by the Facilities Supervisor.
6. Maintains cleanliness of the Building A courtyard area.
7. Assists with building security by locking doors, closing windows, setting alarms, and reporting vandalism.
8. Participates in the process of teaching, training, and mentoring new staff, student interns, and volunteers working within the program area.

EDUCATION &/or EXPERIENCE:

1. Experience in custodial tasks and knowledge of proper cleaning techniques preferred.
2. Experience cleaning and sanitizing commercial kitchen preferred.
3. Experience with maintaining floors: stripping, waxing, and buffing floors as well as carpet cleaning preferred.

LICENSES OR CERTIFICATES:

1. There are no licenses or certificate requirements for this position.

JOB SKILLS:

1. Ability to work independently as well as part of the facilities team, or with/without direct supervision.
2. Able to remain flexible with changes in daily job tasks.
3. Maintains a positive attitude and balance in relationships with others in complex interpersonal situations.
4. Ability to use good judgment, resourcefulness, flexibility, and problem-solving skills.
5. Demonstrates sound verbal and written communication skills to convey information effectively.
6. Knowledge and ability to safely operate and maintain appropriate hand and powered equipment and tools, supplies, and materials to perform assigned duties.
7. Knowledge, skills, and ability to effectively clean and maintain assigned areas including kitchens, restrooms, all surfaces and materials, floors and stairs, ceilings, doors, furniture, and any other facilities or areas as assigned.
8. Knowledge of common chemicals used in commercial cleaning environment.
9. Knowledge of personal protection equipment required.
10. Ability to effectively communicate equipment, supply, and facility repair needs.
11. Knowledge and understanding of the safe use, storage and transport of cleaning chemicals. Ability to understand the Globally Harmonized Systems of Classification and Labeling of Chemicals (GHS) and interpret Safety Data Sheets (SDS) as appropriate.
12. Ability to follow established policies and procedures.
13. Ability to recognize and accommodate changing priorities as communicated by the Facilities Supervisor and in order to meet short- and long-term deadlines/goals.
14. Ability to communicate effectively and work harmoniously with a wide variety of individuals including diverse populations.

SUPERVISORY REQUIREMENTS:

1. This position does not have supervisory requirements.

PHYSICAL REQUIREMENTS:

1. Ability to meet the physical demands of the job and practice safe lifting techniques.

ANALYSIS OF PHYSICAL DEMANDS:

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**=Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						Twisting/Turning					
Under 10 lbs.				X		Reach over shoulder				X	
11-20 lbs.				X		Reach over head				X	
21-50 lbs.			X			Reach outward				X	
51-100 lbs.			X			Climb			X		
Over 100 lbs.		X				Crawl			X		
						Kneel				X	
Pushing/Pulling						Squat					
Under 10 lbs.				X		Sit		X			
11-20 lbs.				X		Walk-Normal Surfaces					X
21-50 lbs.			X			Walk-Uneven Surfaces				X	
51-100 lbs.		X				Walk-Slippery Surfaces				X	
Over 100 lbs.		X				Stand				X	
Other						Driving					
XKeyboard/Ten Key	X					Automatic Trans	X				
Fingering (Fine dexterity)			X			Standard Trans	X				
Handling (grasping, holding)				X							
Repetitive Motion-Hands		X									
Repetitive Motion-Feet		X									

The above statements are intended to describe the general nature of work performed. They are not to be considered an exhaustive list of all job tasks performed. The agency reserves the right to change job descriptions, work hours or work sites as required by the program.

The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.

The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable Federal or State law.

Employee Signature

Date