

HUMBOLDT SENIOR RESOURCE CENTER Job Description

JOB TITLE: Building Maintenance Custodian II

DEPARTMENT: Administration

REPORTS TO: Facilities Supervisor

APPROVED: December 2021

JOB SUMMARY: Under the supervision of the Facilities Supervisor, the Building Maintenance Custodian II is responsible for maintaining clean, sanitary, and safe conditions of buildings and surrounding grounds at which HSRC operates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintains cleanliness of assigned areas including, but not limited to kitchens, bathrooms, dining rooms, break rooms, activity rooms, elevator, drinking fountains, and garbage bin areas. Follows task checklist and replenishes supplies where needed.
2. Responsible for cleaning and maintaining floors, including sweeping, dry and/or wet mopping, wax application and/or stripping, floor restoration per manufacturers guidelines, vacuuming and spot cleaning of carpets.
3. Performs minor building maintenance on assigned buildings such as changing light bulbs, replacing soap dispensers, replacing light fixtures, and making minor repairs and adjustments to equipment and furniture. Reports the need for maintenance, repair, or potential problems to the Facilities Supervisor.
4. Moves office furniture and equipment as needed.
5. Ensures cleanliness of doors, windows, walls, tables & countertops, ceilings, fans, blinds, furniture, and light fixtures. Dusts and polishes woodwork and furniture.
6. Maintains inventory of products used and communicates supply needs to the Facilities Supervisor. Follows label instructions to mix and dilute cleansers, disinfectants, and stripping agents to ensure proper strength for use.
7. Reports any safety or fire hazards to the Facilities Supervisor.
8. Reports unauthorized persons and other security problems to the Facilities Supervisor.
9. Works safely and efficiently, utilizing safe equipment, techniques, and products.
10. Closes windows, turns off lights, and locks doors to secure buildings; turns on building security systems and inspects for correct operations.
11. Maintains cleanliness of the grounds. Removes debris, garbage, and green waste from the grounds and adjacent areas (e.g., parking lot, sidewalk, etc.). Conducts regular inspection of the grounds, including trash receptacles, windows, drains, etc.
12. Performs regular and directed grounds and landscape maintenance by trimming and edging around trees, shrubs, ground cover, sidewalks, and buildings. Performs weeding, thinning, and cleaning of landscaped areas manually and/or with applicable tools.
13. Travels occasionally between various facilities to provide support for alternate HSRC locations as needed.

14. Performs all tasks of Building Maintenance Custodian I as needed.
15. Participates in the process of teaching, training, and mentoring new staff, student interns, and volunteers working within the program area.
16. Acts in a manner consistent with agency values.
17. Performs additional duties as assigned by the Facilities Supervisor.

EDUCATION &/or EXPERIENCE:

1. High school diploma or GED equivalent required.
2. One (1) year experience in custodial tasks and knowledge of proper cleaning techniques preferred.
3. Experience with maintaining floors (stripping, waxing, buffing, carpet cleaning) preferred.
4. Experience cleaning in a healthcare environment preferred.

LICENSES OR CERTIFICATES:

1. Valid California Driver's License, and personal auto liability insurance required. Must have a personal vehicle in good driving/operating condition, insured for State minimum liability requirements, and that can be used for the applicable job functions noted above.

PRE-SCREENING REQUIREMENTS:

1. Requires clearance of a DOJ and FBI criminal history background check.
2. Requires Motor Vehicle Report verification.

JOB SKILLS:

1. Ability to be self-directed and work independently with limited supervision.
2. Ability to act with integrity, professionalism, and confidentiality.
3. Ability to be dependable, follow instructions, respond to direction, and improve performance through feedback.
4. Ability to be resourceful and take initiative to identify issues, solve problems, and improve current practices.
5. Maintains a positive attitude and balance in relationships with others in complex interpersonal situations.
6. Ability to exercise mature judgement, learn quickly, and remain flexible while working in a constantly changing environment.
7. Possess attention to detail and ability to maintain a high-quality of work.
8. Ability to communicate effectively with others in verbal and written form, with tact and diplomacy, and work harmoniously with a wide variety of individuals.
9. Ability to manage time effectively and adapt to changing priorities and workload.
10. Knowledge and ability to safely operate and maintain appropriate hand and powered equipment and tools, supplies, and materials to perform assigned duties.
11. 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.
12. Knowledge of personal protection equipment.

13. Knowledge and understanding of the safe use, storage, disposal 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.
14. Ability to follow established policies and procedures.
15. Ability to recognize and accommodate changing priorities as communicated by the Facilities Supervisor and to meet short- and long-term deadlines/goals.

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
<i>Lifting/Carrying</i>						<i>Twisting/Turning</i>					
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	
<i>Pushing/Pulling</i>						Squat				X	
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
<i>Other</i>						<i>Driving</i>			X		
Keyboard/Ten Key			X								
Fingering (Fine dexterity)			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