



## **Custodian & Facilities Assistant**

**Full-time** 40 hours / week

**5 Day Work Week** Afternoon/evening shift

### **Position Summary:**

The Custodian & Facilities Assistant is responsible for performing routine interior and exterior custodial duties, snow removal, lawn care, general facility maintenance, and will support the Facilities Manager as requested. This position will support the overall mission of the Catherine McAuley Center by providing a safe, secure, healthy, functional, welcoming, and well maintained environment for all who come through our doors. This position does not include an option to work from home.

### **Accountability:**

Reports to Facilities Manager

### **Qualifications:**

#### **Required**

- High school diploma or equivalent
- Must have reliable transportation to and from facilities
- Knowledgeable and experienced in general custodial and facility duties with minimally 1 year of experience working in such roles
- Experienced in safely operating power tools and equipment
- Able to maintain an excellent attendance record
- Strong interpersonal skills and works effectively with others as part of a team
- Ability to develop rapport with people of all ages, backgrounds, and economic resources, and treat others in a friendly, courteous and appreciative manner
- Flexibility and ability to handle stress in new or undefined situations
- Ability to maintain confidentiality concerning volunteers, clients, students, children, and staff or agency business
- Strong organizational skills with ability to prioritize assigned tasks
- Ability to work independently with minimal supervision, take initiative, and manage multiple projects with changing priorities
- Be a positive representative of CMC
- Sensitivity to issues related to literacy, immigrants, refugees, women, poverty, and mental illness
- Commitment to the CMC mission and the values of the Sisters of Mercy

### **Responsibilities:**

- Perform routine cleaning at the main CMC property (including regular cleaning of kitchen, bathrooms, hallways, meeting rooms, offices, and classrooms and trash removal)
- Maintain clean exteriors of all CMC owned properties, including trash removal, picking up litter, and sweeping walkways
- Perform deep cleaning projects as assigned (includes buffing /shampooing floors)
- Lawn care and landscaping maintenance for all CMC owned properties
- Snow and ice removal for all CMC owned properties
- Assist with general facilities repairs and maintenance
- Manage inventory of cleaning supplies and equipment
- Demonstrate proper care of and use of all equipment in facilities

- Maintain cleanliness and organization of the mechanical room, work space, and storage areas where custodial and maintenance equipment and materials are stored
- Assist with moving of furniture and large donations
- Follow agency safety policies and procedures and comply with OSHA standards
- Assess and recommend facility project needs
- Perform other related duties as assigned by the Facilities Manager

**Terms of Employment:**

- Provide references for similar work
- Flexible in terms of availability
- Have reliable transportation, proper insurance, and pass a Motor Vehicle Record (MVR) check
- Due to the nature of the services CMC provides, a background check is required and a confidentiality contract signed

**General Agency Duties**

- Maintain clean and organized facilities
- Assist with the shared staff responsibilities for security of the clients/volunteers and building
- Perform other duties as requested/assigned.

**Physical Work Requirements**

- While performing the duties of the job, the employee is regularly required to talk and hear
- The physical activities of this position involve balancing, climbing, crawling, crouching, fingering, grasping, kneeling, lifting, pulling, pushing, reaching, repetitive motion, standing, and stooping
- Heavy lifting is required of this position to carry or lift weight in the range of 75-100 pounds or more with assistance
- Ability to climb ladders and perform duties from them as needed
- Must be able to withstand inside and outside environmental conditions of extreme heat and cold and other weather conditions
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

I have read the job description and understand the responsibilities I am assuming in accepting this position.

\_\_\_\_\_

Name

\_\_\_\_\_

Date

Custodian Established 3/21; updated to full-time and includes facility maintenance 2/15