



HONESTY INTEGRITY
ACCOUNTABILITY COMPASSION

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

<u>Date:</u>	January 3, 2018
<u>Position:</u>	Custodian
<u>Pay Rate:</u>	\$9.39 / hour
<u>Eligible for Benefits:</u>	Medical, Dental, Vision, Life, Disability, Retirement
<u>Work Hours:</u>	8am – 5pm, Monday - Friday
<u>Work Location:</u>	Administrative Offices, Port City Acres, Green Country Village, Whispering Pines, Heritage Park, Azalea Terrace, Fairview Terrace, Westside Terrace, Single-Family Homes
<u>Classification:</u>	Full-time; permanent
<u>How to Apply:</u>	Submit application for employment
<u>Application Deadline:</u>	Open Until Filled

See Attached Job Description



JOB DESCRIPTION

Job Title: Custodian

SUMMARY:

Custodian employs general skills to maintain satisfactory cleanliness and upkeep of assigned areas. Position reports to the Director of Maintenance Operations.

JOB RESPONSIBILITIES shall include the following. Other duties may be assigned.

1. Maintains cleanliness of all flooring including tile and carpet in all common areas and offices.
2. Maintains restrooms including cleaning and restocking supplies in lobby, break room, and administration office.
3. Cleans windows in common areas and offices.
4. Empties all wastebaskets in common areas, break rooms, restrooms, and offices.
5. Removes dust and debris from assigned areas.
6. Maintains exterior areas including sidewalks and parking areas.
7. Maintains cleanliness of stairwells, storage areas, laundry rooms, and elevators.
8. Performs thorough cleaning of rehabilitated units to prepare for reoccupancy.
9. Other duties as assigned by supervisor(s)

SUPERVISORY RESPONSIBILITIES:

Position has no direct supervisory responsibilities.

POSITION QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); plus two or more years experience as a certified journeyman level craftsman in one or more of the building trades; or equivalent combination of education and experience.

COMMUNICATION SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to deal effectively with immediate associates or supervisors.

MATHEMATICAL SKILL LEVELS:

Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

PROBLEM SOLVING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid driver's license.

OTHER SKILLS AND ABILITIES:

Must utilize a wide range of powered and non-powered hand tools such as drills, sanders, sewage line cleaners, saws, hammers, pliers, screwdrivers, wrenches, oilers, and volt-ohm-amp meters. Must be willing and able to work flexible hours, overtime, off-shift hours, and weekends.

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, or sit; use hands to finger, handle, or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision. Average overall physical exertion is required in this position.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions of the position. While performing the duties of this job, the employee occasionally works in outside weather conditions. Great care should be given to prevent injury to self and others. Seldom exposed to hazardous conditions. First aid kit and support belt available when needed. Attend periodic safety meetings. The noise level in the work environment is occasionally loud.

EMPLOYEE

SIGNATURE _____ DATE _____