

Cornerstone Community Action Agency
Job Description
JOB TITLE: Custodian and Maintenance Support

Exempt (Y/N): No.

Introductory period: 180 days

Supervisor: Center Director

Work Period: 12 months per year

Cornerstone Community Action Agency. is committed to a policy of Equal Opportunity Employment (EOE) in its dealings with both employees and applicants for employment. As such, CCAA provides equal opportunity without regard to race, ethnicity, age, religion, sex, sexual orientation, national origin, disability, status as a veteran, or any other characteristic protected by law except when such characteristic is a bona fide occupational qualification.

CCAA Vision Statement

To build thriving and self-sufficient communities by creating equal opportunities for all individuals and families.

CCAA Mission Statement

A Community in Action, Empowering People, Changing Lives, and Offering Hope to Achieve Self-Sufficiency.

This position assists in the fulfillment of the agency's mission by creating an opportunity to empower people, change lives, and offer hope to achieve self-sufficiency for each individual and family we serve.

SUMMARY: To provide custodial and minor maintenance for agency, classrooms, offices, common areas, utilities, equipment, fixtures, and materials for the facility and grounds. Follow health and safety procedures and perform safety inspections and checklists to ensure the facility and grounds are hazard free.

ESSENTIAL DUTIES AND RESPONSIBILITIES. The Custodian/Maintenance Support will:

- Daily cleaning of classrooms, office, bathrooms, and common areas, including sweeping, mopping, vacuuming, dusting and emptying trash.
- Inventory control of all cleaning supplies, including ordering and receiving supplies.
- Seasonal deep cleaning and maintenance of building interior and exterior (i.e. Floor waxing, carpet cleaning, pressure wash building)
- Ensure that safety and health procedures are followed as directed by Supervisor and/or established policy.
- Perform routine inspections and regular upkeep of interior and exterior areas to ensure areas are free of safety hazards, trash, weeds and other foreign materials.
- Perform regular upkeep of outside areas, including lawns, landscaped beds, playgrounds and parking lots, to include weeding, mowing, trash and litter removal required to keep areas clean, neat and safe.
- Assist with moving office and classroom furniture, fixtures and equipment to support increasing staffing changes, relocations, remodels, program expansion and custodial requirements. Assist with setting up meetings and trainings.
- Check work orders and perform or coordinate the standard non-technical repairs included but not limited to electrical, plumbing, and heating/cooling systems of facility.
- Ensure any on-the-job accidents and any suspected fraud and abuse are reported.
- Prepare requisitions for materials and supplies; maintain records of time and materials used. Prepare and submit reports as required

- Attend regularly scheduled Program Information and Compliance meetings; provide input and complete or coordinate any resulting work orders and compliance-related actions.
- May occasionally assist in the classroom and/or kitchen.
- Ensure time sheets are submitted accurately and timely electronically.
- Delivers equipment and supplies as needed.
- Complete other duties as assigned by Supervisor, Facilities and Compliance Coordinator, or Program Director.

General Responsibilities The staff member will:

- Appearance: Ensure personal appearance, personal hygiene, and dress are appropriate for the day's activities and comply with dress code.
- Reliability: Ensure he/she can be counted on to carry out assigned responsibilities independently.
- Safety: Safely and properly use, maintain, and operate all equipment for carrying out duties.
- Punctuality: Employee observes regularly scheduled work hours.
- Compliance: Employee follows Agency policies, procedures, and established regulations

Qualification Requirement

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 Experience

Must be 18 years old or older, have a high school diploma or G.E.D. and have a valid driver's license.

Required Skills/Abilities

Language Skills

Must have ability to read and interpret documents such as Agency policies and procedures, program outlines and regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Reasoning Ability: Must have ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must have ability to work independently and to deal with problems involving several concrete variables in standardized situations. Must have excellent interpersonal and customer service skills.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Physical Demands: The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. While performing the duties of this job, the employee is required to use hands and fingers. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception, and the ability to adjust focus. Specific hearing and speaking abilities required by this job include listening to and talking to the public, agency clients, vendors, and staff. Sustained concentration and attention to detail and accuracy, along with ability to prioritize a complex workload. The employee must be able to physically walk, climb, reach, stand, bend, squat, crawl, and lift up to 50 pounds.

Other Skills/Abilities: Ability to operate a personal computer, proficient in use of e-mail and Microsoft Office Suite or related software. Competent in the use of fax and copier machines, calculators, and other office machines. Must

have excellent organizational skills and attention to detail. Ability to safely operate a variety of tools. Must have a current, valid driver's license. Ability to carry out instructions assigned by Supervisor, or Program Director.

**This form reflects the general details considered necessary to describe the essential function of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent to the job. Failure to comply with Personnel Policies, job responsibilities, and functions, safety policies, can result in disciplinary actions up to and including termination.*

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

EMPLOYEE RECEIPT OF JOB DESCRIPTION

This job description is not intended to be all inclusive. CCAA reserves the right to revise or change job duties. This job description does not constitute a written or implied contract of employment.

I have read and understand this job description. I certify that I am able to perform the requirements of this job description. I have received a copy of this document.

Employee SIGNATURE

Date of Signature

Employee PRINTED NAME

