



POSITION DESCRIPTION

POSITION: Custodian/Groundskeeper
DEPARTMENT: Facilities Maintenance
REPORTS TO: Maintenance Manager
FLSA STATUS: Non-exempt

Job Summary: Performs general maintenance, housekeeping, and landscaping duties on Center grounds and surrounding areas.

Duties:

- Clean and sanitize restrooms/bathrooms using established practices and procedure.
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; empty and clean ash trays and cigarette urns; replace light bulbs; refill restroom dispensers.
- Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
- Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.
- Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Wash walls and equipment; use ladders when required in work assignments.
- Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
- Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs in areas within sixteen feet of buildings using hand-operated tools or small power equipment.
- Move furniture, equipment, supplies and tools on an incidental basis.
- Wash accessible interior and exterior windows. Clean blinds. Launder cleaning rags and dust mops.
- Attend to emergencies when necessary.
- Attend safety meetings and other related meetings.
- Take classes as required in cleaning methods and techniques, new products, First Aid, CPR, and working relationships.
- Handle recycling materials.
- Call in work orders.
- Assist in the instruction and supervision of student help.
- Assist with inventory control and security.

- Works toward meeting performance management goals.
- Follows CDSS plan and Standards of Conduct system.
- Maintains good housekeeping in all areas and complies with safety practices
- Complies with all DOL guidelines, OFCCP regulations, Job Corps notices and bulletins, and Center policies and procedure.
- Models, mentors, monitors appropriate Career Success Standards.
- Participation in PRH mandated staff training is mandatory. Failure to participate may result in disciplinary action up to and including termination.
- Performs other duties as assigned within the individual's scope and capabilities.

Qualifications and Experience: High School Diploma or GED. Valid state driver's license.

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 regularly required to sit and stand and walk; to reach with hands and arms and talk and listen. The employee is occasionally required to sit; to use hands to finger, handle, or feel; to taste and to smell. The employee must be able to occasionally lift and/or move up to 50 pounds. Specific vision capabilities required by this job include close vision, distance vision, and peripheral vision.

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 essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level can vary from moderate to loud.

This job description is not intended to be all-inclusive. Therefore, the employee may be requested to perform other reasonable related duties as assigned by the immediate supervisor and other management as required. The company reserves the right to revise or change job duties as business requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required, including overtime.

EMPLOYEE ACKNOWLEDGEMENT:

I fully understand that participation in PRH mandated staff training is mandatory. I acknowledge that failure to participate may result in disciplinary action up to and including discharge. I understand my key areas of responsibilities, performance expectations and work standards. I acknowledge that failure to perform to the expectations set forth in this position description may result in disciplinary action up to and including discharge.

Employee's Name (Print)	Signature	Date

Supervisor's Name (Print)	Signature	Date

DOL APPROVAL

COR Name (Print)	Signature	Date