



Custodian/Groundskeeper

Position Description:

The Custodian/Groundskeeper is responsible for general maintenance services, i.e. the buildings and offices as well as overseeing traffic through the main entrance of facility and maintaining the safety of employees and the participants.

The Custodian/Groundskeeper will close, and secure the buildings, daily as scheduled. This position must demonstrate cooperative behavior with supervisors, subordinates, colleagues, members and the community at all times. Custodian/Groundskeeper will assist WCYFS with maintenance projects and is required to have experience in the following areas: plumbing, carpentry, painting, electrical, installation of light fixtures, assembling furniture and repairing walls and furniture, etc. This position requires a motivated individual with high customer service standards and excellent communication skills

Custodian/Maintenance

- Work with Operations Manager on setting priorities regarding maintenance duties, and special projects
- Disinfect bathrooms daily. Ensure all paper products and soap containers are stocked. Wipe down walls, toilets, sinks, bathroom stalls and doors with disinfectant at least daily.
- Empty all trashcans, wipe trashcan, and clean weekly with disinfectant.
- Clean glass windows weekly.
- Sweep and mop all floors and vacuum carpets daily and as needed.
- Clean and wipe walls, doorknobs and doors with disinfectants weekly and as needed. Document activity by signing log sheets as needed.
- Move furniture as needed and ensure that furniture is properly anchored. Set up tables/chairs for meetings/special events, as needed.
- Assist in ordering and monitoring of janitorial supplies. Act as delivery contact person for all custodial and building maintenance supplies.
- Responsible for reporting and addressing any building damage, repair or maintenance issues throughout the center.
- Monitor and direct all repair and service workers while providing services within the center.
- Carry out facility maintenance projects including but not limited to the following areas: plumbing, carpentry, painting and electrical. Install light fixtures and flooring, shampoo carpets, assemble furniture, repair walls and furniture.



Grounds Keeper

- Document all incidents on appropriate forms and submit to supervisor.
- Make sure all participants, visitors and staff, have vacated premises prior to closing the building.
- Responsible for locking and unlocking main doors, as well as arming and disarming the site alarm.
- Assist in maintaining OSHA and fire clearance requirements. Check fire extinguishers monthly.
- Work in tandem with the Operations Manager to stay up to date on safety and emergency preparedness principles.
- Assist staff and participants during an emergency. Maintain order, direct staff and participants to safety location and ensure building is evacuated.

Requirements

- Must present a professional appearance and a friendly manner
- Must be dependable and punctual
- Be courteous and personable when dealing with the public
- Be self-directed, willing to take initiative, and detail-oriented
- Respect and maintain confidentiality of WCYFS participants, team member's volunteers, partners, and donors.
- Computer skills are desired, but not necessary

Qualifications

- High school diploma or GED is required
- Minimum of 1 year experience providing janitorial work in a large facility
- Physical capacity to lift a minimum of 50 pounds
- Must be able to follow instructions, have excellent work ethic, and excellent time and attendance standards
- TB and Physical clearance prior to start date
- OSHA and CPR training required annually



About Employer:

WCYFS is an equal opportunity employer, hires, and promotes employees regardless of race, color, religion, national origin or ancestry, age, gender, sexual orientation, marital status, medical condition or physical handicap or any other characteristic protected by applicable federal, state or local law. WCYFS strives to be culturally competent, responding respectfully and effectively to people of all cultures, classes, races, ethnic backgrounds and religions in a manner that recognizes, affirms and values the cultural differences and similarities and the worth of individuals, families, and communities and protects and preserves the dignity of each person.

Additionally, WCYFS is an at-will employer. Employees and/or Volunteers, as well as the agency itself, are free to terminate Employment/Volunteer status at any time, with or without reason.

WCYFS is a highly established nonprofit organization funded by a variety of federal, state and local government agencies, foundation grants and individual supporters. The continuation of programs, and therefore employment positions, may be contingent upon continued receipt of these or alternative funding sources.

Position Summary:

Title: Custodian/Security Guard
Department: Administration
Salary: \$16-\$17.50/Hourly
Reports to: Operations Manager