

FAMILY DEVELOPMENT CENTER/

DOUGLAS COUNTY RELIEF NURSERY

**Custodian**

JOB DESCRIPTION

PURPOSE: The Custodian at the Family Development Center is responsible for cleaning the building daily. It will be essential for the Custodian to have positive and ongoing communication with the program manager in order to fulfill the job responsibilities. The Custodian must be able to follow directions and perform work duties with limited supervision. This position is supervised as needed by the Program Manger and reports directly to the Program Manager.

**POSITION REQUIREMENTS:**

1. High School graduate or equivalent
2. A current clearance from the Central Background Registry
3. A valid Oregon driver’s license (or acceptable driver’s license from another state).
4. Bilingual skills and/or being bicultural may benefit this position’s duties.

**CORE COMPETENCIES:**

1. Ability to work independently and as a team member.
2. The Custodian must be able to follow directions and perform work duties with limited supervision.
3. Demonstrate good stress management and self-care skills.
4. Ability to be flexible in schedule of work hours and days, in order to best meet the needs of the center.
5. Ability to bend and lift 40 pounds and to sit and stand at length.
6. Ability to maintain confidentiality and share information on a need to basis only.
7. Ability to respond effectively to emergent situations.
8. Model a positive attitude toward work.
9. Demonstrate initiative, personal balance, and a sense of humor.
10. Ability to adapt and work effectively under pressure.
11. Listen actively and use effective conflict resolution skills.
12. Excellent communication skills, written, verbal and non-verbal.
13. Ability to work closely as a team member and to model appropriately for others on the team.
14. Willingness to seek and accept supervision and implement recommendations in a timely manner.
15. Sound judgment and common sense in decision-making.

**CUSTODIAN’S POSITION DUTIES:**

* 1. Clean each classroom (5 classrooms) in the building daily, which includes; mopping the floors, cleaning the glass, spot cleaning the carpets, check and refill soap and paper towels as needed (steam clean carpets as needed-usually 2-3 times a year). The classroom bathrooms need to be sanitized and washed daily including mopping the floor, sanitizing the toilets and the sinks, replacing toilet paper, paper towels, and soap as needed.
  2. Clean the administrative area (front offices, staff room, and Healthy Start) of the building daily, which includes; taking out the garbage, vacuuming, dusting desks and public areas, sanitizing front desk, and cleaning office and door windows as needed.
  3. Clean the staff bathroom and public bathroom daily, which includes; cleaning and sanitizing toilets and sinks, taking out the garbage, mopping the floors, and refilling soap and paper items as needed.
  4. Clean the conference room daily, which includes; sweeping the floors, mopping the floors, vacuuming the carpet, dusting window sills, and sanitizing the tables and countertops.
  5. Clean up any trash or other items in the parking lot, landscaping, and front entrance. Dust or clean off entrance area as needed.
  6. Have ongoing communication with supervisor regarding any concerns that arise and supplies needed.
  7. Lock and secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights. Each night after cleaning the Center the Custodian will be required to do a check on all outside doors to ensure that the facility is secure and locked.