



## **BUILDING CUSTODIAN FiftyForward Bordeaux**

**SALARY INFORMATION:** \$11.00-11.70; Non-exempt

**WORK HOURS:** Part time; 14 hours per week with the ability to work flexible hours depending on needs and events (occasional early mornings, late evenings, and weekends).

**BASIC FUNCTION:** The Building Custodian is responsible for general upkeep and maintenance of FiftyForward Bordeaux and its vehicles as well as assistance in development of preventative maintenance plan.

### **CORE JOB SPECIFIC COMPETENCIES**

**Approachability:** Is easy to approach and talk to; builds rapport well; is a good listener; is an early knower, getting informal and incomplete information in time to do something about it.

**Functional/Technical Skills:** Has the functional and technical knowledge of building and skills to do the job at a high level of accomplishment.

**Informing -** Communicates to Center Director all issues/problems regarding the building, grounds and vehicles; is timely with information.

**Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect

**Patience:** Is tolerant with people and processes; listens and checks before acting; tries to understand the people and the data before making judgments and acting; waits for others to catch up before acting; sensitive to due process and proper pacing; follows established process.

### **CORE RESPONSIBILITIES**

- Each day you report to work complete indoor and outdoor building checks. Reports any immediate building needs to the Center Director and attends to and/or oversees the repair.
- Performs general cleaning, deep cleaning, and repair of the building and grounds, following the cleaning and maintenance schedule. Tasks include, but not limited to, the following:

- Sweeps, vacuums, mops, scrubs, waxes, and polishes floors using industrial vacuum cleaners and scrubbing and buffing machines. Empties all waste paper baskets, recycling bins, and garbage cans.
- Cleans bathrooms including toilets, urinals, sinks, counters, mirrors, and floors. Keeps bathrooms stocked with paper products, soap, and air freshener.
- Moves cabinets, boxes, furniture, crates, and equipment to clean areas and if needed, for relocation. May remove stains from such surfaces as rugs, drapes, walls, and floors using chemicals and cleaning solutions.
- Sometimes using ladders, dusts, cleans, and paints walls, ceilings, light fixtures, blinds, countertops, equipment etc. Replaces lightbulbs. Washes windows from the inside and outside.
- Keeps parking lot and lawn clean and free of garbage and debris. May also, sweep walks, rake leaves, remove snow or perform other incidental or seasonal outdoor tasks.
- Sets up rooms for daily activities, special events, and rentals. Works in conjunction with center staff on calendar planning for building management.
- Completes monthly safety checks and maintains safety equipment to ensure it is in good working condition. Notifies the Center Director of any safety hazards and attends to and/or oversees the repair. Keeps MSDS records on all cleaning supplies and other chemicals used in the building.
- Keeps cleaning and maintenance supplies stocked, tracks inventory, completes, receives, and put away product orders.
- Completes and maintains building inventory for equipment and furniture, making recommendations for new or replacement items, as needed.
- Conducts vehicle inspections using performance checklist and knowledge of safety factors. Keeps track of needed vehicle maintenance. Keeps vehicle fuel at an appropriate level.
- Drives center or bus for errands and other pickups, including driving members, when requested.
- Supervises community service workers, when available, in completing cleaning and maintenance tasks.
- On call person for building security or maintenance emergencies, including nights and weekends as needed.
- Works with contractors and keeps maintenance, repair, and safety records, as directed by the Center Director and FiftyForward Facilities Manager.
- Works collaboratively with staff to continually evaluate, implement, and improve the systems, programs, and functions of all aspects of the center.
- Works in concert with the Center Director and/or Facilities Manager to develop, implement, and follow-through on building and maintenance projects.
- Performs other duties as assigned.

#### **CORE WORK REQUIREMENTS**

- **Education:** High School diploma or GED equivalency required.

- **Experience:** 2-4 years of relative work experience
- **Special Skills:** Demonstrated skills in organization and building knowledge; knowledge of and ability to work effectively with senior adults; ability to establish and maintain positive working relationships with staff, volunteers, and the public. Demonstrated skills in use of hand tools, floor buffer machines, and basic vehicle knowledge.
- **Certifications and licenses:** Valid Driver's License; must be CPR certified or willing to be trained.
- **Physical Requirements:** Ability to work in a smoke free environment. Possible high noise level. The usual and customary methods of performing the job's functions require the following physical demands: sitting, walking, standing, climbing, balancing, reaching with hand or arm, using hands to feel or handle, significant fine finger dexterity, stooping, kneeling, crouching, talking, hearing and smelling. Ability to regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Possible exposure to blood, body fluids, and waste products. Use of appropriate protections measures and universal precautions when engaged in these tasks.
- **Equipment Requirements:** Ability to maintain a valid driver's license and required automobile liability insurance and a good Motor Vehicle Record; ability to operate a desk top computer, copier, scanner, phone, facsimile machine, calculator, and audio-visual/sound equipment

#### **HOW TO APPLY**

To be considered, please send a current resume and cover letter  
indicating the position for which you are applying to:  
[careers@fiftyforward.org](mailto:careers@fiftyforward.org)

#### **FiftyForward is a Smoke Free Workplace**

*FiftyForward is an equal opportunity employer. Applicants are considered for all positions without regard to political affiliation, religion, gender, age, race, color, national origin, sexual orientation, disability, marital or veteran status, the presence of a non-job-related medical condition or handicap, or other status protected under local, state or federal laws.*