

Centennial Mental Health Center, Inc.

Job Description

Job Title: Custodial Worker I
Reports to: Office Coordinator
Status: Non-Exempt

Job Class: Program Support
Grade: 1

POSITION SUMMARY

Provides custodial and janitorial services for buildings, automobiles, and grounds of Center facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains the buildings to a professional standard of appearance, including but not limited to, vacuuming, dusting, emptying trash, cleaning windows and woodwork as needed, and noting any needed repairs and supplies.
2. Performs other minor maintenance activities including painting as needed or as directed.
3. Reports the need for any major repair work.
4. Cleans restroom facilities to a professional standard of appearance, including but not limited to, sinks, toilets, urinals, floors, mirrors, and walls.
5. Requisitions needed supplies by following the Center's purchasing procedures.
6. May perform routine vehicle maintenance (checking oil, brakes, etc.); ensures regular servicing of automobiles; keeps fleet vehicles clean and vacuumed. Reports concerns to Regional Maintenance Worker or Supervisor.
7. Ensures that grounds around facilities are free of trash and weeds; May be required to maintain lawn area by watering, mowing and trimming.
8. May be responsible for removal of snow and ice on sidewalk areas around buildings.
9. Performs other duties as assigned.

JOB REQUIREMENTS

EDUCATION

High School education or equivalent.

ABILITIES, KNOWLEDGE, SKILLS

General knowledge of custodial and janitorial skills. Ability to operate general power tools, lawn mowers, and janitorial equipment. Ability to travel within the Center's service area or to other locations as needed.

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities.

Employee Signature

Date

Administrative Supervisor

Date