Tabor Community Services

**Job Description**

Equal Opportunity Employer

**Job Title**: Custodian for TLC and Tabor

**Date Revised**: June 16, 2020

1. **Basic Functions**:

While based at TLC, the Custodian performs a variety of cleaning and custodial type work in and around the TLC and Tabor facilities to ensure all common areas, offices, and public restrooms in the buildings at 105 and 308 E King Street remain clean and sanitary, help facilitate the prompt preparation of vacant TLC rooms for new participants, and ensure that the buildings reflect positively on Tabor/TLC as a highly professional organization.

1. **Essential Functions**:
2. Cleaning and light maintenance of all common areas of the TLC building at 105 E. King Street on a routine and as-needed basis, including but not limited to wiping down/sanitizing kitchen countertops and other surfaces, tables and chairs in the various lounges, sweeping/mopping/vacuuming floors, cleaning windows and other glass, replacing light bulbs, and cleaning and sanitizing all common areas and staff restrooms
3. Cleaning the offices at Tabor’s main building at 308 E King Street as per agreed-upon schedule. This is normally done twice weekly after the close of business and will require working during the evening hours some days – typically Tuesdays and Thursdays
4. Routine and as-needed basic exterior cleaning and upkeep at both buildings
5. At TLC only, assist with winter snow removal and applying ice melt to ensure safety on sidewalks, outside steps, and back alleyway during regular work shifts.
6. Facilitate rapid preparation of vacant TLC rooms for new participants as assigned including packing/storing past participant’s belongings when needed, thoroughly cleaning the room, noting and reporting any needed maintenance/repairs, preventive bedbug mitigation procedures, and making-up room for new participant – guided by the Room Turnover Checklist
7. Keep kitchen area clean and sanitary and ensure refrigerators/freezers are cleaned out periodically as needed and are documented to be in compliance with applicable requirements and standards
8. Manage the sorting, and storage of all donated goods and keep storage areas organized, clean and accessible
9. Track TLC’s inventory of cleaning, paper, and PPE supplies, as well as food and donated household items. Report to supervisor when supplies are running low to facilitate timely ordering
10. Assist with trash removal from all common areas and lounges
11. Support and manage the work of volunteers, when assigned, who may help with cleaning/custodial work
12. Occasionally may assist with painting as directed by supervisor
13. In the event of an emergency, all onsite TLC staff are expected to assist in responding as directed by TLC managers. This may include redirecting/assisting participants to avoid an unsafe area, shutting off water valves, etc., and/or helping evacuate the building as needed
14. Maintain confidentiality and professional boundaries with clients and staff
15. Maintain safe and orderly worksite
16. Responsible for keeping tools and equipment clean and organized
17. Additional responsibilities as assigned
18. **Other Functions**:
19. Engage as a vital member of the TLC staff team
20. Maintain a friendly and professional disposition, a calm demeanor, and respect for personal and professional boundaries at all times
21. View facilities with an “owner’s eye”, always looking for things needing attention and areas for improvement
22. Attend TLC staff meetings regularly, and Tabor staff meetings as required
23. **Supervision Exercised**:

None

1. **Supervision Received**: Primary supervisor is the TLC Operations Manager. Also responsible to Tabor’s VP for Finance and Operations for work performed at 308 E King St. Both supervisors will coordinate scheduling, shared duties, and performance reviews led by the TLC Operations Manager
2. **Minimum Knowledge, Skills, and Abilities**:
3. One year custodial/janitorial experience preferred. Must have the ability to perform the duties and responsibilities as described herein with minimal supervision
4. Ability to be highly responsible, work independently with attention to detail and neatness, understand the importance of the position, and take pride in doing tasks well
5. Ability to use computers proficiently for email and record keeping
6. Some scheduling flexibility is important
7. Fluency in speaking and writing English is required; bilingual fluency in English and Spanish strongly preferred
8. Proficiency or ability to become proficient on the risks, dangers, and safe effective use and storage of a variety of cleaning chemicals and sanitizing products in a residential environment
9. Experience, or the ability to learn, operating floor cleaning/buffing machines is desired
10. Maintain cooperative and effective working relationships with staff, participants, volunteers, and supervisor
11. Organizational skills to efficiently manage workload and inventory of supplies
12. Must secure all state mandated child abuse and criminal background certifications/clearances in accordance with Tabor policy
13. **Work Environment and Physical Requirements:**
14. Frequent walking, standing, reaching, lifting, cleaning, sweeping/mopping, vacuuming, phone, keyboard, equipment
15. Regular computer usage
16. Effective communication skills
17. Frequent lifting and/or moving up to 30 pounds and occasionally up to 50 pounds
18. Visual acuity (with or without corrective lenses)
19. Working conditions are mostly indoors but also involve outdoor~~s~~ work in all seasons and weather conditions
20. Ability to perform all functions of the job and effectively navigate work environment with or without reasonable accommodations
21. **Classification:**
22. This position is classified as: “Regular Full-Time Employment – 40 hours per week
23. This position is non-exempt from overtime and paid on an hourly basis
24. Schedule will involve evening or perhaps some weekend hours based on business needs

I have read and understand the responsibilities and requirements of this position for which I have been employed by Tabor Community Services.

Employee Signature: Date:

*Equal Employment Opportunity*

Tabor Community Services is an equal opportunity employer and does not discriminate on the basis of race, gender, disability, ethnicity, religion, sexual orientation, national origin, age, citizenship, veteran status or genetic information.

*Americans with Disabilities Act*

Applicants as well as employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The agency shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.