



Community Chest, Inc.

Custodian and Maintenance Coordinator Job Description

Position Objective

Under general supervision this position will complete minor repair to buildings; complete maintenance schedules of buildings and vehicles; keep offices, program areas and grounds clean, orderly and safe; perform custodial tasks in the care of floors, furniture, walls and equipment; coordinate service calls from other trades (i.e., plumber, electrician) as needed; and, perform related work as required.

Qualifications/Requirements

- Graduation from high school or the equivalent.
- Experience in janitorial or custodial duties or a closely related field and experience in both building and vehicle maintenance
- Knowledge of basic methods, materials and equipment used in custodial work; safe work practices; basic tools used in the routine maintenance of buildings, grounds and walkways; building and vehicle maintenance record keeping; and material required to complete specific projects.
- Ability to work independently with strong sense of focus, task-oriented, non-judgmental, open personal qualities, clear sense of boundaries
- A strong sense of and respect for confidentiality involving both families and fellow employees
- Ability to legally operate a motor vehicle and provide own transportation – CDL preferred but not required.
- Flexible scheduling required as conditions dictate
- Complete Nevada Law Enforcement background

Physical Demands

Heavy Work – Lifting, carrying, pushing or pulling 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds. Will be required to use a variety of chemicals daily. May be required to wear goggles, gloves, face shields and back support occasionally.

Essential Duties/Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Create and complete a weekly / monthly cleaning schedule for all buildings
- Sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets in classrooms, offices, and other work areas
- Dusts and polishes furniture and woodwork
- Empties and cleans waste receptacles
- Cleans and restocks restrooms
- Washes windows and walls
- Takes routine care of custodial equipment and materials
- Orders and maintains stock of needed cleaning supplies
- Moves and arranges furniture and equipment
- Builds or installs shelving and furniture
- Maintains and performs regular preventative maintenance (i.e., changes air filters every three months, ensures fire alarms and extinguishers are checked monthly and annually, etc.)
- Makes minor non-technical repairs to building and fixtures
- Responds promptly and efficiently to staff maintenance requests, prioritizing them based on urgency and severity.
- Arranges for more-involved repairs needing more specialized training
- Replaces lights
- Performs regular maintenance on agency vehicles and/or arranges for needed service
- Ability to work independently
- May perform minor carpentry, electrical, plumbing, locksmithing, painting, heating, air conditioning, etc.
- Shovel and salt sidewalks and coordinate all snow removal to ensure walkways are clear before opening of programs.
- Performs related work as required.
- Participate in/facilitate regular staff meetings, staff training programs, supervisory sessions, and staff retreats
- Provide all required documentation in a timely manner, which may include building assessments, check requests,
- Work as part of a team
- Adhere to agency policy, procedures and the professional code of ethics
- Problem solve and multi task on a daily basis
- Perform other duties as assigned
- Maintain needed supplies

Status: Full-time

Wages: \$40,000-\$47,000

Benefits: 100% employer-paid health insurance after a 90-day introductory period. Dental benefits are voluntary, and employee paid. Employer paid retirement of 5% of gross earnings after one year. 15 paid holidays per year. Competitive leave allowances. 32-hour work week.

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