

ACHIEVE Human Services, Inc.
Job Description
CUSTODIAN

SUMMARY:

Under the general supervision of the Division Project Manager, the Custodian is responsible for the overall maintenance and cleaning of assigned facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for the extensive cleaning of bathrooms.
Responsible for the proper disposal of trash and hazardous materials.
Carpet and/or floor care, removal of spots, sweeping, vacuuming and mopping.
Dusting, high and low.
Window washing.
Completion of assigned tasks.
Responsible for communicating with customers.
Responsible for the cleaning and maintenance of all company equipment.

SITE SPECIFIC:

YPG

- Light bulb replacement under 10 feet.
- Window Washing.
- Each building policed must be swept and free of litter 20 feet, and some high profile building, 40 feet.

BLM

- Interior of building including walls, windows and ceilings.
- Remove all mildew, webs, and insect nests.
- Clean and disinfect all toilet risers and seats.
- Clean graffiti off all surfaces using graffiti remover: interior and exterior walls, roof projections, windows, and louvers using graffiti remover.
- A bacterial agent such as port-a-potty additive shall be added twice a month prior to adding water to each vault.
- Fresh water shall be added to each vault at the time of each cleaning, water shall be added to such a level as to cover all fecal matter completely.
- Customer and Communication Skills.
- No harsh chemical cleaners are to be used.
- No cleaning chemicals containers or trash of any kind will be disposed of in the vaults. Disposal of trash must occur at an approved facility and must be performed in accordance with Federal, State, and local regulations.
- Loading and unloading of supplies into vehicles.
- Refill water tank at designated areas.

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Center Based Employment

- Ability to work with individuals with cognitive disabilities.

Border Patrol

- Entry and exits: polish hardware, clean and wipe surfaces, and make sure it is free of debris and cobwebs.
- Drinking fountain, polish, free of calcium, and vents.
- Trash containers empty and clean inside and out.
- Exercise equipment, sanitize and wipe clean.
- Vacuum and spot clean carpets.
- Restrooms clean and stock supplies.
 - Additional restroom services include: plumbing polished, corners and edges clean, and vents and lockers dusted.
- Buff and renew wax, strip, seal, wax, floors.
- Dusting.
- Cells cleaned to the highest standards.

QUALIFICATION REQUIREMENTS:

Excellent communication skills, both oral and written.
Ability to read and interpret general technical procedures and governmental regulations.
Ability to read, write and understand English.
Excellent self-motivation and time-management skills.
Basic knowledge of cleaning chemicals and cleaning materials.
Ability to work flexible hours.

EDUCATION, EXPERIENCE AND CERTIFICATIONS:

Two years custodial experience preferred.
Must have proof of USA Citizenship.
Must possess a valid Arizona Motor Vehicle Operator License, and must provide a copy of your Motor Vehicle Record.
Must be able to pass a background check.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

This position may require frequent bending, lifting, twisting, reaching over head and or standing for long periods of time. Must be able to lift a minimum of 30 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

While performing the duties of this job, the employee frequently works near moving mechanical parts.

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The noise level in the work environment is usually moderate.

GUIDELINES:

Must be available to work days, evenings, graveyards and weekends if necessary.
Must follow all confidentiality, ethics, safety and quality policies and procedures.
Must follow the appropriate dress codes stated in the policies and procedures.
Required to abide by all Agency policies and procedures.
Must be available to travel when attending Agency functions or conferences.
Ability to recognize new problems as they present themselves and make immediate positive modifications.
Must attend all mandatory meetings and all required trainings, such as:

- Class 1 fingerprint clearance
- Article 9
- CIT
- First Aid
- CPR
- Any additional REQUIRED Training

ACKNOWLEDGMENT

I, _____, understand and agree with the content of the above job description and hereby affirmatively represent and otherwise warrant that my conduct and job performance will comply therewith. It is further acknowledged, agreed, and understood that the execution of this Acknowledgment in no way, whatsoever, creates or implies a contract of employment between myself and ACHIEVE Human Services, Inc., and that I fully acknowledge, agree, and understand that my employment with ACHIEVE Human Services, Inc. is at the will of ACHIEVE Human Services, Inc., and that my employment therewith may be terminated at any time, for any reason, or for no reason at all. I further acknowledge, agree, and otherwise warranty that at no time will I allege or otherwise contend that the execution of this Acknowledgment created a contract of employment between myself and ACHIEVE Human Services, Inc., whether express or implied in nature.

Signature and Credential

Date