

**ASSISI HEIGHTS
POSITION DESCRIPTION**

DEPARTMENT: Environmental Services

JOB TITLE: Custodian/ Event Support

GENERAL SUMMARY

To provide and maintain a clean, safe and attractive environment with special attention to guest satisfaction. Assists in set up, take down, and cleaning of public areas of Assisi Heights with behavior that reflects the Mission of the Sisters of St. Francis to extend hospitality to all. Assures confidentiality at all times with issues relating to residents, guests and fellow employees.

ESSENTIAL FUNCTIONS

- Ensures a welcoming environment and is available during events to address any needs.
- Provides excellent service and support when working with Sisters, visitors, volunteers and guests.
- Sets up, breaks down, and cleans meeting areas and rooms following the instructions given by the Environmental Services Manager.
- Verifies operation of audio/visual equipment and has the ability to resolve issues.
- Coordinates with catering to ensure guest needs are met on the weekends.
- Follows calendar of events to prepare for future service needs; anticipates any facility usage conflict.
- Assists other staff members and is flexible with work schedule to accommodate the needs of events held at Assisi Heights.
- Addresses any issues that occur regarding scheduled and unscheduled events.
- Provides general maintenance support.
- Checks conditions of sidewalks in winter months, shoveling and de-icing when necessary.
- Understands and practices safety when performing job tasks following proper departmental protocol under OSHA, State and Federal regulations.
- Observes and reports necessary repairs throughout the facility.

OTHER FUNCTIONS

- Assists with security activities if special circumstances arise as assigned by the Environmental Services Manager.
- Other duties as assigned by the Environmental Services Manager.

COMPETENCIES AND/OR SPECIAL REQUIREMENTS

- To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Person Directed Living Philosophy

- Must pass a background check, including a criminal history investigation and driving record.

QUALIFICATIONS

- Valid Minnesota Driver’s license, maintaining a safe driving record free from any major traffic violations.
- Ability to perform assigned tasks satisfactorily with limited supervision.
- Ability to prioritize daily work and complete in a timely manner.
- Ability to communicate effectively with the Sisters, staff and guests.
- Ability to work safely.
- Ability to deal with confidential information in a professional manner.
- Ability to work independently and with others.
- Ability to operate and troubleshoot audio/visual equipment.
- Housekeeping or Custodial experience is preferred.
- Good written and oral communication skills.
- Good time management and organizational skills.

WORKING CONDITIONS

- Standing, walking, bending, stooping, lifting, stretching, reaching, carrying, grabbing, pushing, sitting, auditory and visual acuity, color discrimination and manual dexterity required on a daily basis.
- Work requires ability to occasionally lift up to 100 pounds with assistance.
- Work requires ability to lift up to 25-50 pounds on a regular basis.
- Work requires exposure to cleaning and sanitizing chemicals on a regular basis.
- Generally 16 hours a week (Friday & Saturday) requiring flexible work schedule as needed.

ACCOUNTABILITY: Reports to the Environmental Services Manager

POSITION LEVEL: N-5

FLSA: Non-Exempt

DATE PREPARED: October 2017

DATE UPDATED: November 2017, August 2018, August 2019

SIGNATURES:

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee: _____ Date: _____

Manager: _____ Date: _____

Director or: _____ Date: _____

Congregational Leadership