

**ASSISI HEIGHTS
POSITION DESCRIPTION**

DEPARTMENT: Environmental Services

JOB TITLE: Custodian

GENERAL SUMMARY

The custodian position will provide a clean, safe and attractive environment with special attention to job performance and satisfaction of Sisters and guests. Behavior will reflect the Mission of the Sisters of St. Francis to ensure a homelike quality of life for the Sisters. Assures confidentiality at all times with issues relating to residents, guests and fellow employees.

ESSENTIAL FUNCTIONS

- Completes all custodial responsibilities, vacuuming, mopping, scrubbing, buffing, extracting as assigned by the Environmental Services Manager, using proper cleaning practices, equipment and chemicals provided.
- Provides general maintenance support including such tasks as hanging: window treatments, pictures, paper & soap dispensers and replacing ceiling tiles.
- Understands and practices safety when performing job tasks following proper departmental protocol in the usage ladders, safety signs, chemicals, equipment and other tools used for specific tasks.
- Practices good sanitation through daily trash collection and recycling.
- Sets up and breaks down meeting areas following the instructions given by the Assisi Heights Spirituality Center and Mayo room reservations.
- Cleans light fixtures and replaces bulbs when necessary.
- Observes and reports necessary repairs throughout the facility to the Maintenance Department.
- Understands and practices safety when performing job tasks following proper departmental protocol under OSHA, State and Federal regulations.

OTHER FUNCTIONS

- Assists other staff members and is flexible with work schedule to accommodate the needs of the organization, including working in laundry and general housekeeping when assigned.
- Other duties as assigned by the Housekeeping and Laundry 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 investigation, including a criminal history investigation.

QUALIFICATIONS

- Custodial experience preferred.
- Ability to perform assigned tasks with limited supervision and to prioritize daily work.

(Qualifications continued)

- Ability to read and understand instructions.
- Ability to communicate effectively with the Sisters, staff and guests.
- Assures confidentiality in all things relating to Sisters, staff and guests.

WORKING CONDITIONS

- Work requires a large extent of Standing, walking, bending, stooping, lifting, stretching, pushing, carrying, climbing, kneeling, grabbing, auditory and visual acuity, color discrimination and manual dexterity required on a daily basis.
- Work requires ability to lift up to 75 pounds occasionally with assistance.
- Work requires ability to lift, push and pull 25-50 pounds on a regular basis.
- Work requires exposure to cleaning and sanitizing chemicals on a regular basis
- Work requires exposure to wet floors on a regular basis.

ACCOUNTABILITY: Reports to the Housekeeping & Laundry Manager

POSITION LEVEL: N-3

FLSA: Non-Exempt

DATE PREPARED: April 2006

DATE UPDATED: April 2010, August 2012, October 2014, March 2017, January 2020

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