

JAMIESON COMMUNITY CENTER  
JOB DESCRIPTION

CLASS TITLE: Custodial and Delivery Worker

FUNCTION: Under direction and supervision, the custodian is responsible for maintaining interior work areas in a clean and sanitary manner, assisting with exterior maintenance, scheduled deliveries and pickups, and other duties as assigned.

25 hours/week with some flexibility in scheduling

Pay Rate: \$14/hour

SUPERVISION: Responsible to the Program Coordinator

EXAMPLES OF DUTIES:

- Cleans bathrooms throughout the center, including fixtures, floors, walls and trash removal, ensuring all surface are clean and sanitary.
- Removes trash in office area, including conference room and all individual offices, and learning center.
- Vacuums all carpeted areas, including spaces under furniture, and all entryway rugs throughout the center.
- Sweeps and mops floors in thrift store, learning center, bathrooms, break room, and office entryway, with attention to space under furniture and rugs.
- Dusts vents and window areas periodically.
- Other cleaning duties as assigned.
- Shampoos carpeted areas quarterly.
- Cleans building canopies
- Cleans parking lot
- Assists with unloading deliveries
- Picks up product or delivers product as assigned
- Other duties as assigned

QUALIFICATIONS :

- Valid Driver's License
- Good driving record
- Familiarity with tools and basic repairs
- Attention to detail
- Strong work ethic
- Reliable
- Ability to work effectively with all stakeholders
- Ability and initiative to work effectively with minimal supervision and direction
- Relates well to people of all ages, sexes, religions, races and ethnic groups

PHYSICAL REQUIREMENTS:

Sitting, standing, walking, lifting up to 50 pounds, carrying up to 40 pounds, pushing, pulling, reaching overhead, reach at or below the shoulder level, gross manipulation, fine manipulation, foot or leg controls, driving, stooping, crouching, kneeling, climbing a ladder, speaking, the ability to hear, understand, and distinguish speech and/or other sounds, and near and far visual acuity