



**Job Title:** Custodian

**Reports To:** Facilities Director

**Date:** 9/27/2019

**To Apply:** Please send your resume to Jesse Hugg at [JesseH@headinghome.org](mailto:JesseH@headinghome.org).

**Summary:**

The Custodian shall maintain and clean exterior and interior of Heading Home- W.E.H.C. facility.

**Essential Duties & Responsibilities:**

The duties of the Custodian include the following. Other duties may be assigned as needed.

- Clean, sweep and mop resident dorms and bathrooms, shower areas, intake office, hallways, administration offices, bathrooms, stairs, entry areas, back storage area, smoking area.
- Disinfect shower areas, sinks, toilets and urinals.
- Disinfect surfaces of tables, counters, water fountain, light switches, hand sanitizers and door knobs weekly.
- Change trash liners as needed and pick up trash.
- Clean pantry and kitchen areas; disinfect food prep surfaces and areas, including refrigerators.
- Keep all areas stocked with needed supplies (toilet paper, paper towels, soap, etc.).
- Clean patio area, including cigarette butts and cleaning out the ashtrays and sweep weekly.
- Keep a list of needed supplies and submit to Facilities Director on a weekly basis.
- Act in a professional, polite, courteous, helpful, welcoming and respectful manner towards residents, staff and visitors from the community.
- Ensure that exterior of facilities, including parking lots and landscaping, are clean and maintained.
- Report any safety issues or hazardous conditions in a timely manner to Facilities Director.

**Other Duties & Responsibilities:**

- Responsible for landscape maintenance: pruning shrubs, raking leaves, removing weeds, clearing out old furniture as needed, moving furniture as needed.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:**

- Minimum High School Diploma or GED

**Experience:**

- Minimum of one year experience in custodial work.

**Skills**

- Ability to communicate effectively orally and in writing.
- Must be knowledgeable with cleaning and maintenance techniques.
- Must be organized and punctual.

**Other Requirements**

- Must possess a valid New Mexico driver's license and reliable transportation.
- Must be willing to attend meetings, trainings and workshops as designated by supervisor.
- Must have, or be willing to obtain, a valid/current CPR-First Aid Certificate (paid for by Heading Home).
- Ability to lift up to 50 lbs. above shoulder level.
- Ability to navigate stairs, ladders, ramps and uneven terrain.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.