CUSTODIAN

JOB POSTING

Date: September 11, 2020

Status: Part-time Irregular – Flexible Hours
Approximately 10 to 15 hours per week. May work up to 20 hours per week, as needed.

Classification: Non-Exempt

Wage Range: $9.93/hour - $11.92/hour

Bargaining Unit: AFSCME

Location: Hancock office

Reports to: Director, Community Planning

Deadline to Apply: Until filled

POSITION SUMMARY:

Position works under the supervision of the Director, Community Planning. The custodian plays an essential role in maintaining the building and physical plant, and supporting a work environment that promotes health and morale. In addition to regular building maintenance functions, the custodian provides direct support to staff in set up and maintenance of furniture and equipment. Assists in building security as necessary. Performs special assignments within abilities as assigned. During a public health emergency, position may be assigned to any job needed inside or outside Western U.P. Health Department.

ESSENTIAL FUNCTIONS:
1. Cleaning Functions

   a) Sweep, mop, vacuum, scrub, and refinish floors; clean, dust and polish furniture; wash windows and walls; clean restrooms; dispose of rubbish, change lights, etc.; make certain all areas of the building are kept in a clean, sanitary and orderly condition according to industry and/or district standards.

   b) Pick up litter within the building and on agency grounds.

   c) Assure safety during inclement weather to including shoveling, salting, providing slip protection on wet floors, securing against wind damage, snow removal from roofs, remove debris from down spouts when clogged, etc.

   d) Apply cleaning chemicals according to established safety procedures.

   e) Adhere to safety measures for cleaning, lifting, moving, and operating equipment.

   f) Perform minor repair and maintenance as needed.

   g) Remove extraneous dirt/markings from interior and exterior vertical/horizontal surfaces (walls, doors, etc.).

   h) Advise Director, Community Planning on matters relating to mechanical equipment and/or building maintenance.

   i) Perform minor painting to all areas of the building.

   j) Keep all equipment in a good state of repair and cleanliness.

2. Administrative Functions

   a) Initiate maintenance service requests according to procedures. Follow-through to assure that maintenance is performed in a timely manner.

   b) Maintain inventory and request cleaning supplies and materials needed to accomplish assigned tasks.

   c) Maintain awareness of energy conservation and make suggestions of methods and procedures to consider energy.

   d) Secure equipment and supplies and protect against pilferage, loss, theft, or abuse.

3. Safety and Security

   a) Periodically inspect, or otherwise maintain awareness of, facility and equipment to detect and prevent injuries or damage.

   b) Secure building to insure proper building security at all times. Secure building at end of shift.

   c) Verify that emergency equipment is maintained and repaired as need be.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attend staff meetings as required.

2. Assist in implementing emergency planning and response.
3. During a public health emergency, position may be assigned to any job needed inside or outside Western U.P. Health Department.
4. Perform other duties as required.

JOB QUALIFICATIONS AND PHYSICAL REQUIREMENTS:

1. Ability to understand and follow oral and written instructions. Ability to organize and plan work so all areas are covered routinely. Ability to recognize dangerous situations and take proper precautions, normally acquired through completion of some high school education.
2. Experience in janitorial and building maintenance; basic knowledge, skill, and ability in basic cleaning methods, normally acquired with prior experience.
3. Ability to operate all machinery and equipment used in cleaning. Ability to work from a ladder.
4. Physical ability to perform work that includes lifting and carrying up to 50 pounds frequently, and more than 50 pounds occasionally, bending, stooping, squatting, climbing, pulling/pushing or moving objects, and shoveling snow using proper body mechanics.
5. Verbal communication and interpersonal skills to maintain favorable public relations.

WORK ENVIRONMENT AND HAZARDS:

1. Majority of work is performed in a normal indoor office setting.
2. May be exposed to dirt and dust, both indoors and outdoors.
3. May be required to work in restricted spaces to include crawling and/or working from heights.
4. Noise level may be high when operating machinery.
5. May occasionally be expected to work with materials that may generate fumes, particles, toxic or caustic chemicals.
6. May be exposed through routine cleaning duties to blood or other potentially infectious materials.
7. May be subject to all weather conditions.
8. May occasionally travel to other offices on an as needed basis.

CLASSIFICATION: Non-exempt

BARGAINING UNIT and GRADE: AFSCME, Grade 1

SUPERVISES: This position does not supervise any employees.

The statements in this job description are not intended and should not be construed to be an exhaustive list of all duties, responsibilities, skills, efforts, or working conditions associated with
this job. They are intended to reflect principal job elements and describe the general nature and level of work performed by the people assigned to the job.

To apply, please contact human resources at 482-7382, ext. 115, or print an employment application from the website and mail it to: Human Resources, Western U.P. Health Department, 540 Depot St, Hancock, MI 49930.

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