



# PARKER COUNTY CENTER OF HOPE

## Job Description Building Maintenance Custodian

**Reports to:** Operations Assistant and Director of Administration

**Job summary:** Under general and limited supervision, the Building Maintenance Custodian performs a wide variety of custodial and maintenance duties in order to provide a high standard of cleanliness, safety, and efficiency of building operations and grounds.

**Essential Functions:**

- Maintain a cleaning schedule that will include: clean and sanitize restrooms and replenish supplies; clean spills; clean mirrors, tables, walls, fixtures, light fixtures, door handles, hand rails, windows, walls, metal, and woodwork, etc. Empty garbage cans, and shredders; reline cans with liners; recycle trash when appropriate
- Sweep, vacuum; mop; dust; shampoo; steam clean; strip; wax; polish and buffs floors, carpets, and furniture; etc.
- Change light bulbs and florescent tubes
- Assist in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed; Keep supply closet clean and organized
- Comply with local laws and procedures for storage and disposal of trash
- Keep building and grounds, including sidewalks, driveways, and parking lots neat and clean and litter free
- Assists with dining room and classroom set up, including arranging tables and chairs
- Move furniture or equipment within building as directed by Directors/CEO
- Install shelving, bulletin/white boards, and equipment
- Perform minor semi-skilled interior building maintenance and repairs such as painting, plumbing, carpentry, mechanical, and other unskilled and semi-skilled trades work as needed and report major repair needs to Director of Administration
- Operates power equipment such as carpet extractors, pressure washer, hand and power tools, pallet stacker/jack, and power mop, lawn equipment including mower/weed trimmer, blower, irrigation system and garden tools
- Receive and manage work requests; ensures problems are resolved quickly; Reports and responds to emergency calls for custodial assistance
- Works with Operations Assistant to supervise Community Service participants
- Work with Operations Assistant to regulate heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water, and electricity
- Care for trees, shrubs, and flowers by watering, pruning, fertilizing, mulching, caring for beds, and controlling weeds, plants shrubs and vegetation as needed
- On occasion, assist pantry manager with pickups and unloading of donations
- Maintain essential records and appropriate documentation of work completed, as needed and requested

- Perform preventive maintenance to ensure the comfort, health, and safety of participants and staff including inspect machines and equipment for safety and efficiency
- Operate tools and equipment according to established safety procedures. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, operating COH vehicles, etc.
- Correct unsafe conditions in the work area and immediately report to supervisor any conditions that are not correctable
- Follow established procedures for locking, checking, and safeguarding facilities
- Attends and participates in departmental and Center of Hope meetings and professional development activities as directed
- Other duties as assigned by Directors/CEO

**Qualifications:**

- Actively involved in a Christian church; personal life reflects strong Christian principles
- U.S. citizenship or permanent residency; legally authorized to work in the US
- High school diploma or equivalent preferred
- Must have and maintain a valid Texas driver license with a clean driving record
- Ability to communicate well with others
- Well organized, able to follow instructions
- Interest in community service
- Ability to work independently and/or with a team

**Work week expectation:**

- This is a part-time, non-exempt position of approximately 20 hours per week.
- The work week is Monday-Friday, primarily working within the hours of operation, however the actual work schedule will be determined by the Director of Administration, with input from the Operations Assistant.

**Physical requirements of this position:**

- Continual walking and standing; frequent heavy lifting and carrying; climbing, stooping, bending, kneeling, and reaching. Work outside and inside and exposure to extreme temperatures, dust, fumes, and odors. Work exposure to mechanical, electrical, and chemical hazards. Work around moving objects or vehicles
- Operating a Center of Hope motor vehicle, including the Center van and box truck
- Must be able to safely routinely lift boxes, bags and donated items weighing 15-35 pounds; must follow policies and procedures to receive, move, and distribute heavier items, such as carts and pallet weighing 35 to 200 pounds, using appropriate equipment and designated safety protocols
- Must use appropriate safety equipment, as required, and wear close-toed shoes while on the job
- Vision and hearing must be sufficient to safely operate a range of vehicles as well as to interact with other staff, volunteers, donors and participants and to carry out the responsibilities of the job as noted herein



# PARKER COUNTY CENTER OF HOPE

In addition to the statements provided in this Job Description, the following Core Values are an integral part of working at Center of Hope. With your signature, you indicate your agreement to the contents of this document as well as the Core Values stated below.

## CORE VALUES

- **Calling:** The belief that God has called you to serve at Center of Hope in this assigned role.
- **Character:** You possess a sense of ownership in this role. You display integrity in everything you do.
- **Chemistry:** Your values are in close harmony with the mission of Center of Hope. You are able to work well with the team and build unity.
- **Competence:** You have the critical skills and gifts necessary to perform this role successfully and are willing to use them.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

*The statements in this job description describe the general nature and level of work being performed by the employee. They are not an exhaustive list of responsibilities, duties, or skills required and they do not establish a contract for employment. This job description is subject to change at the discretion of the employer with or without notice.*