

LORAIN/MEDINA COMMUNITY BASED CORRECTIONAL FACILITY

Job Description

Custodial Worker

Reporting relationship:	Position reports to Operations Director
Work schedule:	7:45 a.m.- 4:00 p.m., Monday-Friday. Varying work hours including weekends, may be required. Subject to being called to work at any time for emergency repair service.
Date established:	August-97
Date revised:	9/98, 8/99, 11/03, 8/04, 6/06, 2/19, 3/22, 2/25
Description:	Hourly Position, Non-Exempt, Non-classified

Summary of Duties & Responsibilities:

Overview-

Under the direct supervision of the Operations Director, the Custodial Worker is directly responsible for grounds and facility custodial maintenance, performs other duties as required.

Duties & responsibilities (illustrative examples)-

I. Resident/program duties-

1. Maintains atmosphere conducive to agency philosophy and humane living conditions.
2. Be aware of residents treatment/rehabilitation plans and needs, and assist residents in working toward completion.
3. Assists in the development, implementation and supervision of a housekeeping plan to ensure that the facility is clean.
4. Supervises, trains and evaluates assigned resident work crew. Adheres to agency policy and procedure regarding supervision of resident use of tools, supplies and equipment which may or may not be hazardous.

II. Operational duties-

1. Performs cleaning and sanitation duties such as dusting, sweeping, mopping, vacuuming, scrubbing floors; cleaning and sanitizing restrooms, showers, and sinks.
2. Restocks paper towels, toilet paper, and soap in restrooms. Restocks paper towels and soap in employee break room.
3. Performs trash removal. Empties trash and recyclable receptacles and disposes of trash and recyclables in respective dumpsters.
4. Maintains the facility's janitorial closets in a neat and orderly manner, ensuring that cleaning supplies are stocked.
5. Performs minor repairs and maintenance, such as unclogging pipes or replacing light fixtures.

6. Performs grounds maintenance- mowing the lawn, trimming hedges/trees, and cleaning snow from sidewalks.
7. Maintains an accurate inventory of all facility supplies (paper, chemicals, etc.).
8. Maintains and submits in a timely fashion all appropriate documentation related to assigned duties.
9. Supervises residents during cleaning and custodial duties.
10. Ensures security plans are adhered to in accordance with established policies and procedures
11. Ensures sanitation and health plans are strictly adhered to in accordance with applicable codes of the local or state health authorities having jurisdiction.
12. Operates facility maintenance equipment safely, including but not limited to: snow plow; riding lawn mower; push lawn mower; salt spreader; snow thrower; power washer; and floor maintenance equipment.
13. Maintains inventory of cleaning chemicals and oversees operation of chemical distribution systems.
14. Ensures facility complies with the regulations of the local fire safety authorities having jurisdiction over the C.B.C.F.
15. Ensures that the facility and its premises are kept reasonably free of health, fire and safety hazards. Ensures that all grounds, walkways, driveways, and parking areas adjacent to the C.B.C.F. are in good repair and well-lighted to ensure safety and perimeter security.
16. Ensures that agency policies and procedures are strictly adhered to with regard to all tools, toxic, corrosive and flammable substances, and other potentially dangerous supplies and equipment being stored within a locked and secure area and which is located outside the security perimeter of the facility.
17. Assists in the establishment of a tool control policy.
18. Reports any malfunctioning or tampered with tools and equipment to the Operations Director along with plans for correcting same.
19. Assists and supervises performance of various manual labor tasks, such as moving office furniture, setting up office furniture for meetings, etc.
20. Reviews inclement weather and disaster plans for special equipment needs; ensures that building grounds are maintained during weather emergencies.

III. General duties-

1. Provides for a safe, secure and sanitary working environment for all staff members, residents, and volunteers of the C.B.C.F. as well as providing for a safe environment for visitors.
2. Subject to being called into work at any time due to an emergency situation and/or coverage needs.
3. Maintains strict confidentiality with respect to all information obtained and processed in the operation of the C.B.C.F. program.
4. May be required to escort insect and rodent exterminators during inspection and application of extermination control methods.

5. May be required to escort local or state building and health authorities and safety inspectors during inspections.
6. May be required to conduct facility and resident shakedowns.
7. Meets with the Operations Director on a daily basis for a mutual exchange of current events. Participates in scheduled All-Staff Meetings and other meetings required.
8. Works with the Operations Director to continuously upgrade the effectiveness and efficiency of the preventative maintenance plan.
9. Supplements facility coverage.
10. Be energy conscious and stress conservation.
11. Completes a minimum of forty (40) hours of in-service training per year. Participates in seminars and continuing education programs when appropriate and feasible.
12. May be required to provide transport assistance to residents, C.B.C.F. employees, and documents such activity.

Note- This job description shall in no way be construed as a limitation of the authority of supervising personnel to assign tasks which are not listed in the job duties section to employees under their direct or indirect supervision.

Minimum requirements-

Education	High School Diploma or General Equivalency Diploma; minimum of 600 hours of training in building maintenance and building maintenance repair.
Experience	Minimum of two years in building and grounds maintenance.
Skills	<p>Must know, understand, and apply C.B.C.F. program ideologies.</p> <p>Must internalize and support the program as a positive adult role model.</p> <p>Must convey a strong interest in being involved in offender rehabilitation.</p> <p>Must show maintenance skills and the ability to use and instruct in the use of assorted hand and/or power tools and equipment.</p> <p>Working knowledge of the use, care and maintenance of assorted tools and equipment used in building maintenance and repair, exterior grounds maintenance, and vehicles maintenance and repair.</p> <p>Ability to calculate fractions, decimals and percentages as well as add, subtract, and divide.</p> <p>Ability to recognize unusual and/or threatening conditions and take appropriate action.</p> <p>Ability to carry out detailed but basic written or oral instruction, including ability to read and follow department instruction manuals.</p> <p>Ability to recognize safety warnings.</p> <p>Ability to demonstrate the physical strength with which to lift up to fifty pounds.</p>

Working knowledge of building, grounds and vehicle maintenance methods, tools, materials and supplies.

Working knowledge of safety and sanitation practices and procedures.

Ability to plan, organize, train and direct the work of residents assigned to the maintenance crew.

Ability to establish and maintain effective working relationships with clients, vendors, co-workers, community agencies, etc.

Ability to work under stressful and demanding conditions.

Ability to effectively manage time and organize workload.

Basic computer skills preferred.

Note- Employee is required to maintain current First Aid and CPR/AED certification. Failure to do so may result in disciplinary action being taken up to, and including, termination.

Automobile, automobile liability insurance, and an acceptable driving record is required. Valid Ohio operator's permit required.