

REPORTS TO: Facilities Lead Manager

SUPERVISES: No one

STATUS: Non-Exempt

JOB OBJECTIVES: Overall responsibility for the cleaning, care, maintenance and repair of all buildings, grounds and equipment belonging to JRDS

ESSENTIAL JOB FUNCTIONS:

- Ensure cleanliness of all common areas in agencies which may include sweeping, dusting, and mopping;
- Clean building floors by sweeping, mopping, scrubbing or vacuuming and steam clean or shampoo carpets as needed;
- Clean, disinfect and supply all agency restrooms;
- Clean windows, glass partitions, and mirrors as needed;
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications;
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures;
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created;
- Move heavy furniture, equipment and supplies, either manually or by using hand trucks;
- Notify managers concerning the need for major repairs or additions to building operating systems;
- Remove snow from sidewalks, driveways, and parking areas using snowplows, snow blowers and snow shovels and spread snow melting chemicals;
- Requisition supplies and equipment needed for cleaning and maintenance duties;
- Assistance with maintenance of all JRDS facilities including: JC Center, RC Center, group homes, waiver homes, buildings, grounds, driveways, parking areas and equipment belonging to JRDS;
- Oversee the maintenance of all common grounds including, but not limited to: mowing, weeding, spraying, snow removal and general clean up of open areas, fences, parking areas and signs;
- Coordinate with JRDS safety committee as needed to maintain safe environment;
- Provide on and off-hour emergency response as needed, including serving as primary contact for the Portland Police Dept., should they detect a problem during routine security checks;
- Purchase, move and transport equipment and supplies; assemble new equipment and be responsible for emergency equipment, such as generators, kerosene heaters, salamanders, and emergency lights following OSHA/CARF/DOL regulations;
- Work closely with others to ensure JRDS is maintained in a safe, efficient and professional looking manner following internal procedures and external regulations;
- Complete & maintain required paperwork;
- As requested, provide input for sheltered employment (both in-house and enclaves) on workflow, systems, job setups and equipment for the purpose of developing greater efficiencies;
- Assist in building job setups where necessary;
- Follow JRDS Client Information Privacy & Security policies & procedures;
- Follow JRDS Personnel Policies & Procedures;
- Serve as client advocate to ensure clients' civil and human rights are protected;
- Perform any other duties as assigned;

CRITICAL SKILLS/KNOWLEDGE/ABILITIES:

- Written and verbal communication skills.
- Problem solving.
- Time management skills
- Initiative
- Basic Math
- Anticipate problems and initiate corrective action
- Dependability/flexibility
- Use of manual and power tools.
- Ability to multi-task and prioritize.

JOB STANDARDS: High school equivalent with minimum of three to five years related work experience. Excellent work references and valid driver's license required. Ability to obtain chauffeur's license and CDL license, if needed.

EQUIPMENT: ability to safely operate tow motor, agency vehicles and machinery/equipment as required by position duties.

PHYSICAL REQUIREMENTS:

- Able to lift 40 to 70 lbs.
- Good vision with excellent depth perception
- Able to stoop, bend, reach, crawl, push, kneel, climb
- Must be able to drive vehicle to transport equipment to and from locations

JOB LOCATION: All JRDS locations, including center, group homes, and waiver homes in Jay and Randolph Counties. Position to be based at the Jay County Center, 901 E. Water St., Portland, IN.

WORKING ATTIRE: Clean, casual attire appropriate for duties performed and weather conditions. Agency dress code should be followed per the Personnel Policies manual.

Signatures below indicate review of the job description

Employee

Date

Supervisor

Date