

Building Maintenance/Custodian/Handyman

Community Healing Centers – Kalamazoo, MI

APPLY ON INDEED.COM

Job Title: MAINTENANCE/CUSTODIAN/HANDY MAN

Position Reports To: Operations Director/Facilities Supervisor

Supervision Exercised: None

General Statement of Duties:

The custodian position is responsible for cleaning, light maintenance and repair, some grounds-keeping and the overall appearance of the facilities.

PLEASE, INCLUDE YOUR CONTACT PHONE NUMBER AND EMAIL ADDRESS ON YOUR RESUME.

Tasks/Responsibilities

- Clean all facility rooms, offices, hallways, restrooms and ceilings.
- Perform routine cleaning of carpets, strip and wax floors.
- Wash entrance windows and doors at least three times per week and maintain cleanliness of all other windows as needed.
- Prepare client rooms for occupancy including sanitization, clean linens, dusting and floor care.
- Assess maintenance problems and complete light repairs, call appropriate contractors for heavy maintenance, HVAC, plumbing issues, as directed by supervisors.
- Monitor yearly/monthly inspections
- Handle, label and clean potential infectious materials (blood, urine, bodily fluids, etc.)
- Lifting and carrying, as needed.
- Assist with Food Bank pick up and deliveries
- Maintain exterior grounds, including sidewalk and parking lot.
- Change light bulbs as needed and /or requested.
- Maintain inventory and restock restroom supplies and other cleaning materials and chemicals.
- Participate in monthly departmental meetings and other meetings as deemed necessary by the supervisor.
- Maintain confidentiality as required by law and standard practice.
- Participate in trainings related to CARF.
- Other duties as assigned.

Required Qualifications/Competencies:

Education: High School Diploma or equivalent preferred.

Required Job Knowledge and Skills:

Experience: Previous office and institutional cleaning, preferred. Familiarity with infection control procedures preferred.

Interpersonal Skills: Maintain an organized, clean work environment. Good communication skills.

EEO Statement

It is our policy to provide equal employment opportunities to all qualified individuals without regard to race, color, religion, gender, gender identification, sexual orientation, age, national origin, height, weight, marital status, veteran status or mental or physical disability in accordance with all applicable Federal, State and local laws and ordinances.

Job Type: Full-time