



<b>JOB TITLE:</b>	<b>Lead Custodian</b>
<b>FLSA STATUS:</b>	Non-Exempt
<b>SALARY RANGE:</b>	\$17.88 - \$23.24 hourly
<b>STATUS:</b>	Full-time (40 Hours per Week)
<b>REPORTS TO:</b>	<b>Vice President of Compliance</b>

### **PRIMARY PURPOSE OF JOB**

This is an entry to mid-level position responsible for completing custodial duties and functions as well as light office/building maintenance for Abilities First locations. As the Lead Custodian will provide direct supervision to p-t custodial personnel the ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds and abilities is required.

**This description may not include all of the duties, knowledge, skills, or abilities associated with this position.**

### **ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS**

#### General Duties and Responsibilities

- Supervise and work alongside part-time custodial team to ensure cleaning tasks are consistently executed to expectations throughout facilities, providing on-site leadership, support, training, oversight, and custodial quality control. Must have the ability to engage with, develop knowledge of, respect for, and skills those of other cultures or backgrounds, learning and skill levels.
- Responsible for performing other basic building maintenance at Abilities First locations to include but not limited to replacing ceiling tiles, repairing holes in walls, painting, assembling and maintaining office furniture.
- In absence of part-time custodial staff, the Lead Custodian will be responsible for completion of daily cleaning responsibilities.
- Communicate with landlords of offices/buildings and work directly with companies/contractors to ensure maintenance and repairs are completed.
- Responsible for maintaining inventory of all maintenance tools owned by Abilities First.
- Responsible for completing monthly and quarterly health and safety checks on the buildings according to building codes and Health & Safety Manual.
- Complete office inspection reports, emergency procedure drill reports and other custodial, maintenance and health and safety documentation as requested.
- Maintain a clean, safe, and sanitary facility environment to include ensuring the completion of daily cleaning of offices, hallways, lobbies, kitchen, breakrooms, conference rooms, restrooms, and other work areas as directed. Duties include but are not limited to:
  - Vacuuming all carpeted areas and entry rugs.
  - Dusting and polish office furniture, fixtures, blinds, and woodwork.
  - Emptying office trash cans, replacing trash liners, and placing trash in outside dumpster.
  - Sweeping and mopping hard surfaces, including areas of tile and linoleum.
  - Cleaning entry doors, entry hardware, entry glass and windows.
  - Cleaning and sanitizing restroom floors, toilets, sinks, faucets, walls, and mirrors.

- Replenishing toilet paper, paper towels and hand soap in bathrooms.
  - Cleaning and sanitizing kitchen areas, including kitchen sinks, counters, microwaves, refrigerators and floors. Loads/unloads dishes into dishwasher.
- Must be able to read sufficiently to understand written work orders and instructions as well as directions for the proper mixture, use, and disposal/storage of cleaners, solvents, chemicals, and similar products used in custodial services.
- Must communicate effectively with direct supervisor regarding staffing performance, supply and equipment needs and facility issues that arise.
- Responsible for ensuring the security and automatic door openers are operational and in proper working condition. Will notify and work with the Abilities First IT Manager to address any issues with these systems.
- Responsible for ensuring the grounds of Abilities First offices and businesses are safe and clean.
- Mix chemicals and cleaning solutions, as needed. Ensure cleaning bottles and containers are appropriately labeled and in good working condition.
- Operate light duty equipment and machinery such as vacuum cleaners and electric and manually operated hand tools. Ensure equipment and tools are clean and well cared for and appropriately stored.
- Set and disarm alarms as appropriate; lock and unlock doors; turn on/off lights and machines to ensure office operations are ready for start up and closed down each day.
- Move and arrange furniture, supplies and equipment as requested.
- Responds to and resolves emergency situations that may cause property damage, personal injury or both such as water leaks, flooding, overflowing restroom fixtures, etc.
- Replace interior light bulbs using ladders, or other tools, use special disposal/recycling methods appropriate for various bulb/lamp types.
- Report damage to buildings, facilities, furnishings and equipment, as well as emergency conditions beyond the capability to handle by contacting the immediate supervisor.
- Performs routine maintenance of custodial equipment such as belt or bag replacement, emptying collection receptacles or bags, and cleaning and providing proper storage of equipment.
- Responsible for ensuring during inclement weather that the facility grounds are clean and treated including walkways and ramps in parking areas.
- Responsible for developing and maintaining a key log for desks and doors for all Abilities First offices and businesses and all Abilities First owned vehicles.
- Responsible for obtaining bids for building improvements, as requested.
- Responsible for developing and maintaining an equipment and supply list, keeping storage areas, and needed maintenance supplies well stocked, clean, organized and tidy.
- Responsible for ensuring maintenance is completed on company vehicles on a regular basis and maintaining records of all maintenance on company vehicles.
- Responsible for purchasing needed custodial or maintenance supplies and items with approval of the Vice President of Compliance.
- Serve on the Health and Safety Committee, caring out any assigned duties/functions of the committee as assigned.
- Detail oriented.
- Follow confidentiality and safety policy, procedures, and protocols.
- Positive attitude, solution focused, and good attendance required.

- Attend staff meetings concerning new or revised policies and procedures and implement new information accordingly.
- Regular moderate to heavy lifting may be required. Must be able to repeatedly bend, stoop, and navigate into areas as needed to address building needs.
- Perform other related work as assigned.
- Must have a valid Missouri driver's license, reliable transportation, an acceptable driving record, and auto liability insurance that meet the requirements set by Abilities First.
- Must be able to drive locally for work-related assignments.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Must have basic computer skills including ability to use Microsoft Word, access and send emails and Microsoft Teams.
- Ability to communicate effectively, both orally and in writing.
- Self-directed and able to work independently with minimal supervision.
- Ability to manage building needs quickly and efficiently.
- Demonstrates a professional work ethic.
- Ability to coordinate and obtain various resources needed to maintain a well-organized and healthy work environment for Abilities First.
- Ability to organize and track multiple building systems.
- Basic knowledge of building repair and maintenance.
- Working knowledge of HIPAA guidelines, practices, and exceptions.
- Ability to establish effective working relationships with co-workers and the public.
- Demonstrates professional work ethic.
- Must be able to pass a background screening.

## **CORE COMPETENCIES**

- Adaptability – Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.
- Continuous Improvement – Originating action to improve existing conditions and processes, identifying improvement opportunities, generating ideas, and implementing solutions.
- Contributing to Team Success – Actively participating as a member of a team to move the team toward the completion of goals.
- Decision Making – Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.
- Engagement Readiness – Demonstrating a willingness to commit to one's work and to invest one's time, talent, and best efforts in accomplishing organizational goals.
- Planning and Organizing – Establishing courses of action for self and others to ensure that work is completed effectively.
- Quality Orientation – Accomplishing tasks by considering all areas involved, no matter how

small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.

- Technical/Professional Knowledge and Skills – Having achieved a satisfactory level of technical and professional skill or knowledge in position-related area, keeping up with current developments and trends in area of expertise.

**EXPERIENCE AND EDUCATION**

- A High School diploma or its equivalency.
- Minimum of two years of custodial work experience.
- A basic working knowledge of maintenance of buildings.
- Minimum of two years’ experience supervising staff.

**PHYSICAL CONTEXT AND WORK ENVIRONMENT**

This position demands good physical and mental health. The position will require lifting, walking, sitting, pushing, pulling and must be able to move continuously during work hours and able to lift and/or carry 50 to 75 pounds and climb ladders.

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
<b>Seeing:</b> Must be able to see to read documents/reports and focus on computer for an extended period.				X
<b>Hearing:</b> Must be able to hear well enough to communicate with coworkers and general public.				X
<b>Sitting:</b> Must be able to sit for long periods of time.	X			
<b>Standing/Walking:</b> Must be able to move about the work area.				X
<b>Climbing/Stooping/Kneeling:</b> Must be able to stoop or kneel to pick up items off the floor .			X	
<b>Lifting/Pulling/Pushing:</b> Must be able to lift 50 pounds with or without reasonable assistance.		X		
<b>Driving:</b> Must be able to drive locally for work-related assignments.	X			
<b>Grasping/Feeling:</b> Must be able to type, handle documents, and use equipment and electronic devices.				X

**Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties**

- The work environment is usually a well-lighted, environmentally controlled indoor environment with moderate level of noise.
- Works in an office environment.
- Abilities First offers a flexible schedule and relaxed environment.

*The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

