



Job title	<i>Custodian</i>
Reports to	<i>Director of Facilities and Logistics</i>
Fair Labor Standards Status	<i>Non-exempt</i>

Job purpose

The Custodian position is responsible for providing custodial services for Penfield Children's Center. The position's responsibilities include the maintenance of the interior and exterior of Penfield Children's Center. The Custodian will also be responsible for most shipping and receiving functions. The Custodian position reports to the Directors of Facilities and Logistics.

Working relationships

- Agency Staff
- Families
- Volunteers
- Community professionals
- Children
- General public

Prime functions

Perform various janitorial activities to ensure cleanliness of Penfield Children Center:

- Clean and sanitize areas of the building such as bathrooms, classrooms, offices, hallways, etc.
- Spray, buff, strip and wax all linoleum floors on a regular schedule.
- Spot clean all carpeted areas and upholstery
- Pick up garbage, recycling, etc. materials on a daily basis.

Check in and move equipment and supplies to the appropriate location:

- Check in purchases against purchase order and notify the appropriate department and deliver, if necessary.
- Assist the Director of Facilities and Logistics in tracking and documenting deliveries.
- Ensure that the lobby remains clear of boxes.
- Move supplies and rearrange furniture if requested
- Assist whenever requested to transport supplies to Penfield Children's Center.
- Set up and take down conference rooms and other spaces according to requests
- Help maintain maintenance supply inventory.

Assist the agency as needed:

- Perform all other duties as assigned
- Encouraged to volunteer 4 hours of time per year to a Penfield activity

Qualifications

- High School Diploma or GED
- 1 year experience in Building Maintenance
- Knowledge of maintenance power equipment, such as automatic scrubbers
- Carpet extractor, high/low speed buffers, vacuum cleaners, floor scrubber, etc.
- Knowledge of outdoor equipment and the operation of the same

- Ability to work with people of varied backgrounds
- Knowledge of cleaning methods and proper use of cleaning chemicals.
- Ability to lift 50 pounds and on occasion up to 75 pounds
- Must have sufficient mobility to move- including bend, stoop, reach, lift and grasp
- Meeting vaccine standards as outlined in Bloodborne Pathogens Exposure control plan

Performance criteria

- Organizational development , foster a culture of high performance, accountability and teamwork
- Financial Stability, maximizing organizational efficiencies through productivity and program improvements.
- Quality Improvements through Data Analytics, implement electronic client records system

Penfield Children's Center is an Equal Opportunity Employer.