

Position Title: Custodian

Position Summary: The custodian cleans and maintains ProWorks' buildings and grounds, and performs building & grounds "light" maintenance duties; the custodian is directly responsible to ProWorks' Director.

Beginning Wage: \$12 per hour

Responsibilities and Essential Functions:

- 1) Regular attendance is required.
- 2) Clean and maintain floors (sweep/mop, strip & wax, vacuum & shampoo) as needed.
- 3) Job coach lunchroom cleanup, and other cleaning programs as requested – clean kitchen appliances as needed.
- 4) Inventory & purchase building & grounds supplies as needed, and maintain *Material Safety Data Sheets* on all cleaning materials.
- 5) Clean and maintain grounds – mow, rake, pickup litter, etc.; maintain lawnmowers and snow blowers in operable condition.
- 6) Maintain "safe" walkways on ProWorks' property – remove snow and debris from parking lot and walkways.
- 7) Assist program personnel with consumer incontinence, illness, etc.
- 8) Paint, stain and varnish as requested.
- 9) Empty garbage cans daily or as needed.
- 10) Clean and dust all areas of ProWorks' buildings (shelves, windows, vents, etc.); regularly disinfect phones, door knobs, handles and other items "frequently" touched.
- 11) Attend staff meetings and training as required; the custodian must be readily accessible by telephone.
- 12) Has a "working" knowledge of and adherence to written and unwritten ProWorks policies and procedures, MN DHS 245D Certification, MN Vulnerable Adult and Maltreatment of Minors Statutes and Rule, ProWorks Facility Abuse/Neglect Prevention Plan, MN Department of Human Rights, OSHA and any other applicable Federal, State County and City laws, standards, ordinances, practices or rules.

14) *ProWorks provides training and assistance to persons with developmental disabilities; it is imperative that the custodian is able to meet all known or yet to be discovered needs of individuals' receiving services, and it is furthermore imperative that the custodian possess an exceptional ability to relate to people.

Qualifications:

- High School Diploma
- Must speak, read and write "fluent" English
- Must possess "good" math skills
- Must have a working knowledge of "basic" office and computer skills
- Must have and maintain Basic First Aid and CPR Certification
- MN Class C Driver's License and "acceptable" Motor Vehicle Record (MVR)