

Community Connection of Northeast Oregon, Inc.
Position Description
Union County Custodian
Range 5 (\$15.02 - \$19.69 per hour)

Position Classification
Salary
Hourly -----X
Overtime Exempt
Overtime Non-Exempt --X
Safety Sensitive

GENERAL STATEMENT OF DUTIES

Perform cleaning, routine building and grounds maintenance, and small repairs at Community Connection locations in Union County.

SUPERVISION RECEIVED

Works under the general supervision of the Human Resources Manager, while day-to-day assigned tasks will be at the discretion of the manager where each shift is performed, as well as include general self-driven tasks.

SUPERVISION EXERCISED

Generally, there are no supervisory responsibilities in this position.

TYPICAL EXAMPLES OF WORK (May not involve all the duties listed and may involve duties that are not listed.)

1. Shampoo, mop, wax or polish flooring as needed.
2. Clean walls, desks, tables, and other surfaces.
3. Clean and stock restrooms.
4. Clean windows and sills.
5. Collect trash and empty trash containers.
6. Replace light bulbs.
7. Inspect, clean, or change air filters in the heating and cooling system.
8. Light maintenance, including minor repairs.
9. Plant and/or maintain the flower beds and lawns in the summer, including watering, weeding, and mowing.

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10. Keep the grounds free of ice and snow in the winter.
11. Perform cleaning, supply, and equipment inventory, submitting requests for replacement supplies to location managers for approval and processing.
12. Other duties as assigned.

REQUIRED EDUCATION AND TRAINING (including Accreditation and/or Licensing)

- ~ High school graduate or GED certificate is required.
- ~ Valid Oregon Driver's License.
- ~ Previous custodial and/or ground keeping is highly desirable.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

the body of information you have that can be applied in helping you to do the job

- ~ Knowledge of groundskeeping processes and procedures.
- ~ General working knowledge of safety procedures as it relates to the upkeep of a property.
- ~ Knowledge of general cleaning supplies, minimal power tools, and their independent uses.

Skills:

the quantifiable and measured handling of things, data or people, either verbally, manually, or mentally to accomplish an objective

- ~ Exceptional cleaning skills, as well as general maintenance skills.
- ~ Critical thinking skills and analytical skills required. Must be self-directed, have good time management and organizational skills.
- ~ Possess good people and communication skills.
- ~ Good planning and project assessment skills.

Abilities:

the capacity to perform or to express a given skill

- ~ Ability to understand and follow verbal instruction well.
- ~ Demonstrate the ability to apply the required knowledge and skills listed to a positive work outcome.
- ~ Ability to exercise good judgement in the physical aspects of the job (Examples: knowing when to lift and how, knowing when to include another person for help and who that may be).

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- ~ Position predominantly requires standing and walking.

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- ~ Routine and Repetitive bending, lifting, twisting, carrying, kneeling, pushing, pulling, reaching, stooping, and kneeling.
- ~ Ability to lift up to 50 lbs., occasionally including objects that may be of an awkward size and shape.
- ~ Climb and balance on ladders and/or step stools.
- ~ Move/Push furniture such as tables, to clean around.
- ~ Noise environment is that of a busy office environment. Level of noise is expected to increase when using equipment for custodial work or driving to and from various site locations.

Must pass a pre-employment drug test and criminal history background check.

Community Connection is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

If you need assistance or an accommodation due to a disability, you may contact us at jobs@ccno.org or you may call us at 1-541-963-3186.
