



## NATIVE AMERICAN CONNECTIONS

### **POSITION DESCRIPTION**

<b>TITLE:</b>	Janitorial-Grounds
<b>DEPARTMENT:</b>	Property Management
<b>REPORTS TO:</b>	Facility Maintenance Supervisor
<b>SUPERVISES:</b>	No Direct Reports
<b>FLSA STATUS:</b>	Nonexempt
<b>DATE:</b>	August 2014

### **MISSION:**

Improving the lives of individuals and families through Native American culturally appropriate behavioral health, affordable housing, and community development services

### **POSITION SUMMARY:**

Responsible for the overall cleanliness of the interior and exterior of the assigned facility, creating a well-kept image and safe environment.

### **RESPONSIBILITIES:**

- Cleaning all community and common areas, picking up all trash and debris.
- Cleaning of interior offices including sweeping, mopping, vacuuming, dusting and trash removal.
- Cleaning exterior of property including power-washing sidewalks, driveways, parking lots, windows, floors, and picking up all trash and debris.
- Proactively reporting any future or preventative repairs for assigned facility.
- Maintaining inventory of all tools and supplies.
- Being responsible for the care and repair of NAC equipment, ensuring all equipment is in good working condition.
- May be called upon to assist the Maintenance staff to on other projects as needed.
- Willing to work evenings or weekends (on call) in the case of an emergency.

### **EDUCATIONAL REQUIREMENT:**

- High School diploma or GED, desired

### **WORK EXPERIENCE/SKILLS REQUIREMENT:**

- One (1) year experience in janitorial service grounds or custodial maintenance experience
- Experience using power washer, floor buffer, etc.
- Strong interpersonal skills with an ability to work effectively with a wide range of people, teams, managers, supervisors, and vendors.
- Demonstrate excellent written and oral communication skills.
- Excellent customer service skills.
- Must demonstrate critical thinking, problem- solving and organizational and time management skills.
- MS Office proficiency
- Possess and maintain a valid Arizona driver's license, liability insurance and a dependable vehicle
- Fingerprint Certificates within 90 days of hire.
- Experience in working with the Native American population preferred

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- Able to perform the physical functions listed below

### **PHYSICAL FUNCTIONS:**

- Able to stand, bend or kneel for long periods.
- Able to climb (ladders, etc.).
- Able to lift 60 lbs. Or more.
- Able to reach above shoulder height.
- Able to crawl on any type of surface.
- Operate in an outdoor or maintenance shop environment

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**Employee**

**Date**

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**Supervisor/HR Director**

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