

**Job Title:****Maintenance/Custodian**

Our mission is to help our children grow in wisdom (*offering tutoring opportunities for academic success*) and stature (*feeding proper nutrition with snacks/meals and wellness activities*) and in favor with God (*sharing the gospel of Jesus Christ*) and man (*instilling young men and women with Godly character*).

**Basic Function:**

Under the general direction of the Director of Administration and with guidance by the Executive Director and Director of Operations, this position is responsible for the care, maintenance and cleanliness of the Coalition building and facilities.

**Duties and Responsibilities:**

- Set a positive Christian example in word, actions, attitudes, and relationships.
- Build positive relationships as a representative of the Coalition.
- Comply with OSHA and fire department standards for building safety and security.
- Maintain working relationships with entities that provide guidance on building maintenance and sanitation, to include water, electricity, alarm system, sanitation/sewer, Dept of Health, locksmith, electrical and other entities as needed.
- Oversee maintenance of facility and prepare a report on maintenance needs and repair estimates.
- Monitor security of building to ensure doors and windows are secured and locks are in good working order.
- Assist with office equipment and furniture moves and repairs as needed.
- General upkeep on facilities to include painting and repairs.
- Assist with vehicle needs, up-keep.
- Provide custodial services to the building to include cleaning floors, emptying trash, dusting, pressure washing outside of the building, replacing ventilation filters, cleaning windows, servicing and cleaning restrooms, and other custodial duties to keep the facility in a clean, sanitized manner.
- Maintain interior & exterior lighting.
- Make minor adjustments and repairs to the building systems, to include cooling, heating, ventilation, plumbing and electrical.
- Maintain cleaning supplies in terms of quantity in a safe manner; replenishing as needed and ordering supplies to maintain the facilities.
- Perform related duties as assigned/requested by staff.

**Knowledge Of:**

- General building and vehicle maintenance and repair.
- Proper storage of chemicals.
- Building sanitation/cleanliness.
- Building ventilation, plumbing, electrical and fire systems.

**Ability To:**

- Establish and maintain effective working relations with staff.
- Learn basic first aid and safety requirements.
- Communicate effectively in oral and written expression.
- Physically perform job tasks.
- Understand and operate basic machines, tools and equipment used to perform job duties: hand and small power tools, ladder, vacuum, floor buffer and other tools as needed.

**Education and Experience:**

High School diploma or equivalent; experience working with children.

**Working Conditions:**

This position is a full-time position which may require a flexible schedule to accommodate certain tasks to be completed when the building is not staffed.

Working conditions include physical demands:

- Physical demands include dexterity of hands and fingers, bending at waist, kneeling, and crouching, ability to lift 60 lbs., standing for up to an hour, walking the equivalent of several miles per day, reaching overhead, above the shoulders and horizontally to retrieve supplies. Maintain physical and mental alertness and an appropriate level of energy to perform the essential job functions.

**Employment with Coalition For Kids would be an “at-will” nature and this job description does not imply an employment contract. “At-will” employment means that the employee may resign at any time and the employer may discharge an employee at any time and for any or no reason. Furthermore, an employee’s “at-will” status may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Executive Director.**

**Acknowledgement:**

I understand and agree to perform the job duties described above. I understand that if I require accommodation, I will immediately discuss this with the Director of Human Resources. My signature constitutes understanding of the requirements, essential functions, and duties of the position.

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Print Name

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Signature of Employee

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Date

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Director of Administration Signature

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Date