Job Title: Support Services Custodian  
Department: Facilities  
Reports To: Facilities Manager  
FLSA Status: Non-Exempt  

POSITION SUMMARY  
Responsible for maintaining the cleanliness of designated Consejo buildings and facilities. Oversee all day-to-day custodian requests for all Consejo locations or designated location. This position will perform work at Tacoma & Graham Consejo sites as designated by Facilities Manager either on a schedule or as needed basis.

RESPONSIBILITY  
Responsible for the performance of cleaning all or designated Consejo job sites.

- Responsible for picking up garbage from all offices and work area’s  
- Responsible for sweeping, vacuuming and mopping floors  
- Responsible for cleaning and restocking bathrooms and break rooms  
- Responsible for cleaning windows  
- Responsible for cleaning front entrance, sidewalks and driveways  
- Deep cleans offices including wiping down phone, computers, desk, door handles and light switches  
- Report any issues or concerns to Facilities Manager  
- Reports major repairs to Facilities Manager  
- Assists in checking facilities for safety hazards and reports any deficiencies  
- Cleans snow and any hazard debris from entrances and sidewalks  
- Responsible for interpreting and applying established safety rules, regulations and requirements  
- Will serve as back up custodian for vacations for other sites as needed  
- Handle all HIPAA related documents with full confidentiality  
- Fulfill other duties as may be assigned to meet agency operation’s needs
REQUIREMENTS

- High school diploma or its equivalent. A combination of education and experience will be accepted.
- Proficient in speaking, reading and writing English. Spanish preferred.
- Lifting requirements up to 25 lbs.

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence, memos, business correspondence and all other integrated behavioral health related documents. Ability to write clear, concise and accurate correspondence. Capable of establishing positive interpersonal relationships with a broad range of people. Effective oral and written communication skills.

OTHER SKILLS REQUIRED:

Ability to operate computer, printer, copy and fax machines, calculator, and other office equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by staff member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit, stand, move up and down stairways, talk and hear, drive to and from community appointments. The employee must regularly lift and/or move up to ten pounds and occasionally lift and/or move up to twenty pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

MENTAL DEMANDS:

Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization may or may not exist. Ability to reason effectively and interpret a variety of instructions furnished in written, oral or diagram form.

This position requires the individual to work with minimal supervision. Guidance is available as necessary, however, the individual is expected to be able to function autonomously and make individual decisions when appropriate. Position does require ability to interact with a variety of individuals and the ability to meet deadlines and time pressure based on the volume of work.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise and/or level of distractions in the work environment are usually moderate.

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