

Employment Opportunity



Position: Custodian/Maintenance

Job Status: Part-Time

Job Location: 3461 Carmen Avenue, Rancho Viejo, TX 78575

Posting Date: May 22, 2020

Website: <https://ccrma.org/about-us/about-careers/>

Closing Date: Until Filled

Salary: Hourly \$9.50

General Description

Performs moderately complex custodial work; Work involves cleaning and caring for CCRMA buildings and premises; maintaining custodial equipment; requesting supplies; and participating in performing minor building and equipment repairs and installations; Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

Responsibilities

1. Performs custodial functions such as sweeping, mopping, dusting.
2. Clean and maintain floor surfaces that are carpeted and non-carpeted with specified cleaning fluids and applicators.
3. Clean entry glass doors & windows inside and outside.
4. Dust, clean, and disinfect desks, chairs, telephones, and counter tops.
5. Maintain cleanliness of the restroom and its surfaces with specified cleaning fluids and applicators.
6. Clean mirrors, sinks, and wall partitions.
7. Clean and disinfect commodes/urinals, toilet seats, and flush handles.
8. Check towels, tissue, trash liners & hand cleaner.
9. Dispose of trash and waste in appropriate receptacle.
10. Keep containers lined with plastic trash bags.
11. Inspect buildings for cleanliness, completed work, and needed repairs.
12. Maintain inventory records of building property and equipment; requisitions, receives, and maintains records of custodial equipment, materials, and supplies.
13. Acts as a groundkeeper, involving lawn care, trims, cuts, and prunes trees and shrubbery on CCRMA property using lawn mower and weed trimmer.
14. Pulls weeds, digs flowerbeds and plants, flowers, etc. using gardening tools.
15. Pick up supplies for the CCRMA.
16. Operates a personal motor vehicle to complete various errands.
17. Other duties as assigned.

Requirements

Experience and Education

Graduation from a high school or equivalent (GED).

Three (3) years of experience in custodial work.

One (1) year of experience may be substituted for (1) year of education.

Certificates, Licenses and Registration

Must have a current valid Texas motor vehicle operator's license.

Must have proof of current motor vehicle insurance.

Knowledge, Skills and Abilities

Knowledge of cleaning techniques and procedures and of inventory control principles and methods.

Skill in the use of custodial materials and chemicals; in the operation of custodial equipment and in the use of building maintenance tools and equipment.

Must make motor vehicle operation decisions to ensure the safety of others and proper transportation of materials while in personal vehicle for CCRMA purposes.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Frequent standing, occasionally required to walk; sit; use hands to find, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; bend and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Guidance

As assigned by Immediate Supervisor or designee. It is the responsibility of the employee to know and maintain contact with their Immediate Supervisor or designee.

Working Conditions

Working conditions are primarily in office and building premises.

Benefits: The CCRMA offers fringe benefits, **based on the category of employee**, including: Retirement Plan, and paid holidays. CCRMA has a mandatory direct deposit payroll program. CCRMA is an equal opportunity employer and is in compliance with the Equal Employment Opportunity Commission.

Contact: HR Department

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