

Los Angeles Mission, Inc. Job Description

Job Title: Genesis Dormitory Attendant
Department: Facilities Custodial
Reports To: Custodial Coordinator
FLSA Status: Temporary, Part-Time, Non-Exempt
Grade Level: 3
Prepared By: Human Resources
Prepared Date: March 2016

SUMMARY:

Demonstrate Christ-like behavior and attitude in all job duties and responsibilities and working relationship. Responsible for Genesis Dorm and student training, including, but not limited to, guest crowd control within Genesis Dorm, cleaning of all areas within the Genesis Dorm Shower, bed, and bathroom areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Implement the work / training schedules of all Fresh Start men assigned to work in Genesis Dorm areas.
- Oversee the training of Fresh Start men assigned to Genesis Dorm area.
- Maintain inventory control under the supervision of the Custodial Manager/ Custodial Coordinator over all supplies and equipment.
- Maintain adequate quantities of supplies to insure timely completion of all work training assignments, to insure cost saving measures.
- Train student on the proper use of cleaning supplies and equipment
- Assist in maintaining inventory control over all guest supplies, i.e. towels, toilet paper, soap, pajamas, and check-in bags to insure minimum loss due to pilferage.
- Report all discrepancies immediately to the Custodial Manager/ Custodial Coordinator.
- Coordinate with Custodial Manager/ Custodial Coordinator, Genesis Dorm and Fresh Start workers to insure proper handling of our nightly guests.
- Coordinate with the work crew to insure proper intake and check in of guest from lobby to the Genesis Dorm.
- Provides hands-on assistance and training to Fresh Start workers in order to insure proper training of all Fresh Starts training in the Genesis Dorm Department.
- Implements directives given by the Custodial Manager/ Custodial Coordinator, for the general well being of the Los Angeles Mission.
- Other duties as assigned in Custodial or Operations Department by Custodial Coordinator or Custodial Manager.

~~SUPERVISORY~~ RESPONSIBILITIES:

None

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. High school diploma or its equivalent. High moral and ethical character is required for interactions with Jump Start, Fresh Start, and Work Start students as well as guests.

EDUCATION and/or EXPERIENCE:

High school diploma or general education Degree (GED), plus four years of housekeeping/custodial experience or equivalent, combination of education and experience, and be computer literate.

TECHNOLOGY SKILLS:

Computer literacy is required. Must minimally be able to operate Microsoft Outlook and internet-based applications like Paylocity Web Pay Employee/Manager Self Service Portal with ease. Other business software may be deployed related to job functions.

LANGUAGE SKILLS:

Ability to read and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Bilingual (English and Spanish) preferred.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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. While performing the duties of this job, the employee is frequently required to sit, stand, walk talk, see and hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to a disagreeable element such as noise, heat, dust, or cold. Employee is regularly exposed to some abuse from angry guests. Employee may be exposed to some risk of communicable disease from guests of facility including TB and other respiratory diseases. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Employee Name (please print)

Date

Approval

Date