

Los Angeles Mission, Inc. Job Description

Job Title: Custodian
Department: Facilities
Reports To: Custodial Manager
FLSA Status: Regular, Full Time, Non-Exempt
Prepared By: Human Resources Department
Prepared Date: Revised April 2019

SUMMARY:

Demonstrates Christ-like attitude and behavior in all responsibilities. Responsible for maintaining the interior and exterior cleanliness and upkeep of the Los Angeles Mission Properties. Ability to work Morning and evening shifts when the schedule demands.

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

- Implements directives given by the Custodial Manager and VP of Operations and Facilities for the general well-being of the Los Angeles Mission.
- Follows all safety procedures and precautionary measures to eliminate injury and risk at the Los Angeles Mission.
- Provides hands-on assistance and training to the Student / trainees in order to insure proper training of all Fresh Start and Jump Start men working in and around the mission.
- Coordinates the all Fresh Start, and Jump Start men assigned to work/training in the custodial departments.
- Maintains inventory control under the supervision of the Custodial Manager over all supplies and equipment, maintains adequate quantities of supplies to insure timely completion of all custodial and work/training assignments. This is to insure cost saving measures and training of students for 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. Reports any and all discrepancies immediately to the Custodial Supervisor
- Coordinates with Lead Custodian and Custodial Manager, Genesis Dorm and Workers/trainees to ensure proper handling of our nightly guests. Coordinates the work crews to ensure proper service of the Lobby, Chapels, offices, meeting spaces, living areas, and all areas of the Mission regarding the clean-up and up-keep.

- Responsible following the schedule, instructions and directives of the Custodial Manager and/or VP of Operations and Facilities given for cleaning, stripping, waxing, polishing all VCT areas, and for all carpeted areas on any particular night.
- Reviews and completes performance appraisals for all Fresh Start and Jump Start men work/training in the Genesis Dorm areas, both morning and evening shifts.

SUPERVISORY RESPONSIBILITIES:

Oversee training of all Jump Start and Fresh Start men assigned to custodial, grounds and/or Genesis Dorm area.

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. Four years of housekeeping/custodial experience. High moral and ethical character is required for interactions with Jump Start, Fresh Start, and Life 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 be able to operate Microsoft Word, Microsoft Outlook, and internet-based applications like Paychex Flex Employee/Manager Self Service Portal and Outlook Web Access 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.

LOS ANGELES MISSION EVENTS:

All Mission employees are required to work the four (4) yearly Mission street events; Good Friday, Summer Block Party, Thanksgiving and Christmas, if/as scheduled. Accommodations will be made if necessary. Exceptions must be approved by a member of the ELT and Special Assistant to the President.

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.

LOS ANGELES MISSION IS AN EQUAL OPPORTUNITY EMPLOYER: and values diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status, except as allowed by federal statute under Title VII of the Federal Civil Rights Act.

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