

## **HIBISCUS CHILDREN'S CENTER POSITION DESCRIPTION**

Position Title: Custodian – P/T

Program: Village

Reports to: Maintenance personnel

### **POSITION FUNCTION/OVERVIEW:**

Provide a clean work environment by performing janitorial services at the Village. Maintain general cleaning in residential houses on campus.

Hibiscus Children's Center utilizes the Sanctuary Model, which is a trauma informed organizational change model. The Sanctuary Model organizes both our treatment and the way we run our organization. It is an inclusive model as it is a way of guiding leadership, staff, clients families and our community to share the same language.

### **PRIMARY DUTIES/RESPONSIBILITIES:**

- Promote the mission, values and vision of Hibiscus Children's Center
- Vacuum and mop all floors in administration building: offices, visitation office, common areas, bathrooms, lobby and recreation room
- Remove all trash from building: offices, common areas, recreation room, front trash bins at entrance of the administrative building and place in dumpster. Replace all trash bags and maintain cleanliness of trash receptacles
- Dust all blinds and furniture in the administrative building: front desk counters, mail box table
- Clean kitchen areas in both administrative and recreation rooms, including microwave, refrigerator, sinks, etc.
- Clean all windows in lobby area to include front doors and clean woodwork surrounding front door
- Clean all bathrooms, including toilets, sinks and ensure adequate supply of soap and paper products
- Vacuum office areas and empty trash containers.
- Work with residential employees to help maintain cleanliness of residential houses
- Maintain inventory of cleaning supplies

This list of essential functions is not intended to be exhaustive. Hibiscus Children's Center reserves the right to revise this job description as needed to comply with actual job requirements.

### **QUALIFICATIONS REQUIRED:**

- High School Diploma or GED
- At least 21 years of age
- Ability to lift 30 lbs.

*(Job Descriptions rev 03/16/10; 4/19/13; jd 9/14; 11/16)*

- Ability to work indoors and outdoors
- Must pass level 2 background clearance and drug test
- Must be able to have approved driving record
- Previous cleaning experience
- Ability to work with diverse backgrounds

**SKILLS:**

- Ability to maintain and use cleaning equipment
- Ability to follow verbal and written instructions
- Ability to work independently
- Ability to plan and work effectively and to prioritize

**REQUIREMENTS:**

- Complete 40 hours of training annually
- Successfully complete Therapeutic Crisis Interventions (TCI) and all annual refreshers
- Successfully complete Sanctuary Model Training and annual refreshers
- Successfully complete 24 hours of Human Trafficking Training

**PHYSICAL REQUIREMENTS: (N=needed P=preferred)**

Sitting N Standing N Walking N Lifting N Carrying N Kneeling N Pushing/Pulling N  
 Bending/Stooping N Climbing P Reaching N Crawling/Crouching N Repetitive Motions  
P Transporting N Other (describe) lifting heavy objects

**I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.**

\_\_\_\_\_  
**Name (Print)**

\_\_\_\_\_  
**Supervisor's Name (Print)**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**