



Custodian/Security Guard Job Description

JOB PURPOSE

The Custodian/Security Guard is responsible for janitorial and maintenance services of Penn Asian Evergreen Center, i.e., the building and offices as well as overseeing traffic through the main entrance of facility, providing information and assistance to members, and maintaining the safety of employees and the facility. The Custodian/Security Guard will open, close, and secure the building, daily as scheduled. This position must demonstrate cooperative behavior with supervisors, subordinates, colleagues, members and the community at all times.

The Custodian/Security Guard will assist the Evergreen Senior Director with maintenance projects and is required to have experience in the following areas: plumbing, carpentry, painting, electrical, installation of light fixtures and flooring, shampooing carpets, assembling furniture and repairing walls and furniture.

This position requires a motivated individual with high customer service standards and excellent communication skills.

ESSENTIAL FUNCTIONS

Custodian/Maintenance

- Work with Center Director on setting priorities regarding cleaning, maintenance duties, and special projects
- Disinfect bathrooms daily. Ensure all paper products and soap containers are stocked. Wipe down walls, toilets, sinks, bathroom stalls and doors with disinfectant at least daily.
- Empty all trash cans, wipe trash can, and clean weekly with disinfectant.
- Clean glass windows weekly.
- Sweep and mop all floors and vacuum carpets daily and as needed.
- Clean and wipe walls, door knobs and doors with disinfectants weekly and as needed. Document activity by signing log sheets as needed.
- Move furniture as needed and ensure that furniture is properly anchored. Set up tables/chairs for meetings/special events, as needed.
- Assist in ordering and monitoring of janitorial supplies. Act as delivery contact person for all custodial and building maintenance supplies.
- Responsible for reporting and addressing any building damage, repair or maintenance issues throughout the center.
- Monitor and direct all repair and service workers while providing services within the center.
- Carry out facility maintenance projects including but not limited to the following areas: plumbing, carpentry, painting and electrical. Install light fixtures and flooring, shampoo carpets, assemble furniture, repair walls and furniture.

Security

- Proactively greet and assist all persons who enter the center in a friendly, helpful and professional manner, and with the highest degree of customer service. Provide assistance to members, when needed, by directing them to the appropriate activity area and/or staff person. Provide support in maintaining the safety and security of staff and members.
- Patrol premises, actively observe and monitor all visitors to the center, and address any suspicious behavior that could be in violation of Evergreen Center policies.
- Assist members by opening doors for them, providing information on centers' services, and other general customer service duties.
- Assist in de-escalating upset people and if necessary, escort them out of the premises. Document all incidents on appropriate forms and submit to supervisor.
- Make sure all members, visitors and staff, have vacated premises prior to closing the building.
- Responsible for locking and unlocking main doors, as well as arming and disarming the site alarm.
- Assist in maintaining OSHA and fire clearance requirements. Check fire extinguishers monthly.
- Work in tandem with the Senior Director to stay up to date on safety and emergency preparedness principles.
- Assist members and staff during an emergency. Maintain order, direct staff and members to safety location and ensure building is evacuated.

QUALIFICATIONS

- High school diploma or GED is required
- Minimum of 1 year experience providing janitorial work in a large facility
- Physical capacity to lift a minimum of 50 pounds
- Must be able to follow instructions, have excellent work ethic, and excellent time and attendance standards
- TB and Physical clearance prior to start date
- OSHA and CPR training required annually

APPLICATION PROCEDURES

Interested candidates are invited to submit a cover letter, resume, and salary expectations to jennybedin@passi.us.