SBSS
St. Barnabas Senior Services
Live Well • Feel Well • Age Well

OUR MISSION: St. Barnabas Senior Center (SBSS) To empower a diverse community of older adults to live well, feel well, and age well in the community with dignity and respect.

JOB TITLE: Facilities Maintenance & Handyman
DEPARTMENT: Facilities
REPORTS TO: Facilities Lead
REVISED DATE: 3/8/2018

JOB SUMMARY:

Reporting to the Facilities Lead, the Facility Maintenance and Handyman is responsible for cleaning and general maintenance and handyman work in order to maintain the overall operational and cleanliness of the sites and ensure a clean, safe and workable environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensures that sites are clean and ready for daily operation of services.
- Cleans and sanitizes bathrooms daily; sweep, mop, clean mirrors disinfect commodes and urinals, and replenish paper towels, toilet tissue, seat covers, soap and deodorizers. Check bathrooms for cleanliness before the end of the each day.
- Keeps common areas clean; elevators, bookshelves, refrigerators, countertops, hallways, stairwells, baseboards, windows and windowsills.
- Dusting furniture and equipment, deodorizing, daily sweeping and mopping, vacuuming offices and meeting rooms.
- Emptying and washing wastebaskets and trash bins, transporting waste to disposal area and ensuring the cleanliness of waste areas.
- Perform minor maintenance duties such as; clear and fix plugged plumbing drains, replacement of lighting fixtures and fuses, touch-up painting.
- Assemble desks and chairs when necessary, move furniture, hang whiteboards, and setting up tables and chairs for meetings.

- Ensures that inventory supply is maintained at a sufficient level as established by supervisor. Responsible for ordering and receiving all pre-approved janitorial and maintenance supplies.
- Employee takes all appropriate safety precautions to avoid on-the-job injury and attends safety meetings when required.
- Must keep janitorial rooms clean and in an organized manner which meets safety regulations.
- Must be able to work flexible hours, which may include an occasional weekend.
- Responsible for other tasks as may be required for efficient operation on the agency.

JOB QUALIFICATIONS:

- High school graduate or equivalent.
- The ability to comprehend both written and spoken English.
- An interest and desire to work with the target population served by the center.
- Must be in good physical condition and able to lift 50 lbs. daily; able to climb stairs and walk at a fast pace.
- Has reliable transportation
- Proof of valid Class C California driver's license
- Proof of valid vehicle insurance
- Proof of clean DMV driving record
- Ability to pass a background check

SUPERVISORY RESPONSIBILITIES: none

Education & Experience:

- High school graduate or equivalent.
- At least 2 years of prior facilities cleaning and maintenance experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals. Has the ability to write reports, correspondence and ability to speak effectively before groups of customers and or employees of organization.

Mathematical Skills

Has the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

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 Requirements

While performing the responsibilities of this position, the employee is required to talk and hear. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. While performing this job the individual performing these responsibilities may need to lift or move items or people weighing over 50 pounds.

Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of this position.

Additional Duties and Responsibilities

May have additional duties and responsibilities as required.

Acknowledgment – Employer Copy (Sign and Return)

I have read and understand the Job Description.

Print Name: _____ Date: _____

Signature: _____