

PROGRAM ASSISTANT/ENVIRONMENTAL SERVICES

GRADE: 3 Full Time

REPORTS TO: Property Manager

POSITION REQUIREMENTS:

1. Demonstrated ability to perform custodial tasks.
2. High School diploma preferred.

SUMMARY: Provide custodial services for AASC's central office. Keeps buildings in clean and orderly condition. Performs heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. Perform routine maintenance activities, notifying management of need for repairs and additions, cleaning snow from driveways, sidewalks and trailer park area, and mow lawns.

DUTIES AND RESPONSIBILITIES:

- 1) Sweeps, mops, scrubs and vacuums floors of the two buildings, using cleaning solutions, tools and equipment daily.
- 2) Cleans windows at front entrance daily. Cleaning of office windows both inside and outside as needed (weather permitted)
- 3) Clean area outside front and side entrances (especially cigarette butts) and empty trash receptacles daily.
- 4) Gathers and empties trash containers in all areas daily.
- 5) Clean restrooms daily, to include but not limited to, mopping and disinfecting.
- 6) Clean soiled carpets as requested.
- 7) Clean and mop all tile floors daily and buff floors as needed.
- 8) Clean and polish furniture as needed. This and all of the above are tasks performed in accordance with check list provided.
- 9) May assist with removal of snow from sidewalks, use of snow shovel and spreading of snow-melting chemicals.
- 10) May assist in performing minor routine painting, cleaning and related activities at the agency facilities including the Haysi Day Care Center.
- 11) Drives vehicles, vans or trucks to pick up supplies for repairs, vending machines, and moving items between sites.
- 12) Sets up and arranges tables and chairs for agency events.
- 13) May assist in mowing and trimming lawn, using mowers and hand and power trimmers, and clears debris from grounds for Agency, Four County Transit and Mobile Home Park.
- 14) Track ordering of maintenance supplies (give to Director of Nutrition and supervisor at the end of the month).
- 15) Will maintain strict confidentiality in issues relating to the agency, clients and employees.
- 16) Will perform other agency-related duties as assigned.
- 17) Will attend training as required.
- 18) Will demonstrate and maintain good ethics.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Good interpersonal communication skills.
2. Ability to work independently with minimal supervision.
3. Knowledge of equipment maintenance and repairing
4. Good driving record.

REVIEWED AND ACCEPTED:

I have reviewed and fully understand the job description presented above.