

Job Title: Custodian
Department: Maintenance
Reports To: Facilities Director

FLSA Status: Non-Exempt
Prepared Date: March 2022

All employees are expected to represent the J's Vision, Mission, and Values while conducting their job duties:

Vision: The Stroum Jewish Community Center will inspire connections that build community and ensure Jewish continuity. Mission: Together we celebrate outstanding programs, partnerships, and spaces that welcome everyone to learn, grow, and celebrate Jewish life and culture. Values: K'lal Yisrael (Jewish Peoplehood), Hachnasat Orchim (Welcoming Everyone), Limud (Learning), Simcha (Joy), Derech Eretz (Respect and Common Courtesy), Shmirat haNefesh v'haGuf (Taking Care of Oneself, Body and Soul), Kehillah shel Chaverim (A Community of Friends).

Position Summary:

The Custodian is responsible for ensuring the SJCC facilities are kept clean and ready for use, in accordance with established procedures.

Essential Duties and Responsibilities:

- Performs cleaning and disinfecting duties in all areas of the building.
- Cleans and sanitizes restrooms and kitchen.
- Washes windows; sweep and mop floors; dusts; vacuums.
- Set-up rooms for meetings and classes; cleanup rooms after use.
- Washes towels and other laundry using washing machines.
- Keeps outdoor spaces clean and tidy.
- Empties garbage, recycling and compost containers inside and outside building.
- Performs minor repairs and maintenance, such as replacing light fixtures or unclogging pipes.
- Opens and/or closes the building, when appropriate.
- Moves equipment and furniture, as needed.
- Assists in examining building for safety hazards and repair needs, and reports deficiencies to Facilities Director.
- Other duties as assigned.

Supervisory Responsibilities:

This position does not have supervisory responsibilities.

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.

Education/Experience:

- Cleaning experience.

Knowledge, Skills, and Abilities:

- Knowledge or proper cleaning procedures.
- Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions.
- Detail-oriented and thorough.
- Ability to operate equipment used in cleaning and laundry.
- Ability to keep the building clean and orderly.
- Ability to work effectively and respectfully with people of all ages and backgrounds.
- Ability to read, speak, and print a limited number of two- and three-syllable words in English.

Additional Employment Requirements:

- Satisfactorily pass a criminal background check
- Up-to-date with COVID-19 vaccinations, as defined by King County Public Health (employees may make requests for a reasonable accommodation in accordance with applicable laws)

Physical Demands and Work Environment:

The information described below represents the physical activities and surroundings one may encounter when performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: To perform the job, the employee is frequently required to walk, stand, stoop, climb, balance, kneel, bend, crouch, crawl, and reach with hands and arms. The employee is occasionally required to talk and hear. The incumbent may be required to lift/push/pull up to 50 pounds regularly and up to 75 pounds occasionally.

Environmental Conditions: The work is typically performed in an office, fitness center, or classroom environment, with a moderate noise level. Working conditions may occasionally include work near moving mechanical parts; wet, humid conditions (non-weather); work in high precarious places; fumes or airborne particles; toxic or caustic chemicals, outdoor weather conditions, and risk of electric shock.