

JOB POSTING

The Florida United Methodist Children's Home, a Nonprofit organization,
Is currently seeking applicants for the following position

Custodian

We are a faith-based organization, Empowering Children and Families to experience the transforming love of Christ through (w)holistic care.

SUMMARY

The Custodian must be able to perform basic building cleaning duties to provide a healthy, safe and attractive physical environment. He or she must be available to assist in other areas as needed. Must cooperate with Teachers, students, parents and community members as the Custodian represents the school to outside agencies. Must be responsible in securing the building at all times.

EDUCATION AND/OR EXPERIENCE

- High school diploma or GED or any combination of training, education, knowledge and at least five (5) years of related experience, which would provide the required knowledge, abilities and skills to perform the job.
- Must have experience with school custodial services or the equivalent in custodial service in similar institutions and/or firms.

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.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in Perhaps instead write: Functional experience in working... and commitment to strengthening...
2. Communicate effectively with a diverse population.
3. Successful completion of apprenticeship or the equivalent within the specific trade/craft area.
4. Defibrillator training may be required.
5. Ability to communicate and maintain good working relations with all company employees, vendors, contractors, and public entities.
6. Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities.
7. Initiative and ability to work with minimal direction; sound judgment and decision making capabilities are essential.
8. Knowledge of state and local codes related to assigned trade/craft.
9. Sensitivity to the service population's cultural and socioeconomic characteristics.
10. Available to work additional hours (overtime, weekends and Holidays) when asked

CERTIFICATES, LICENSES, REGISTRATIONS

- CPR and First Aid Certified.
- Must possess a valid Florida State driver's license and a safe driving record and be able and willing to operate company owned vehicles.

If you are interested in the above position, please submit a resume via email to
jobs@fumch.org, Attn: Human Resources

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ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The cleaning functions include, but are not limited to:
 - sweep, mop, vacuum, scrub, and refinish floors;
 - lean, dust and polish furniture;
 - wash windows and walls;
 - clean restrooms;
 - dispose of rubbish;
 - make certain all areas of the building are kept in a clean, sanitary and orderly condition according to industry and/or district standards.
 - Pick up litter within the schools and on school grounds.
 - Assure safety during inclement weather by providing slip protection on wet floors, securing against wind damage, removing debris from down spouts when clogged, etc.
 - Apply cleaning chemicals according to established safety procedures.
 - Adhere to safety measures for cleaning, lifting, moving, and operating equipment.
 - Remove extraneous dirt/markings from interior and exterior vertical/horizontal surfaces (walls, doors, etc.) as needed.
 - Advise building Principal and Maintenance Department on matters relating to mechanical equipment and/or building maintenance.
 - Perform minor painting to walls, rails, playgrounds and other areas of the school, as needed.
 - Keeps all equipment in a good state of repair and cleanliness.
2. Administrative Functions
 - Initiate maintenance service requests according to procedures.
 - Follow-through to assure that maintenance is performed in a timely manner.
 - Maintain inventory and request cleaning supplies and materials needed to accomplish assigned tasks.
 - Maintain awareness of energy conservation and make suggestions of methods and procedures to consider energy.
 - Secure equipment and supplies and protects against pilferage, loss, theft, or abuse.
 - Follow Board policies and stay abreast of updates and changes.
3. Safety and Security
 - Periodically inspect, or otherwise maintain awareness of, facility and equipment to detect and prevent injuries or damage.
 - Secure school building to insure proper building security at all times. Lock, secure and code out building at end of shift.
 - Verify that emergency equipment is maintained and repaired as need be.
 - Assist in implementing emergency planning and response.
 - Perform other duties as assigned.
4. Interactions
 - Is always friendly and helpful to children, staff and parents.
 - Maintain a positive attitude and support the efforts of the whole team.
 - Remain in the Child Care Center during assigned hours, unless specifically assigned duty elsewhere.
 - Perform related duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

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