



Job Description

Position Title: *Housekeeping / Maintenance Coordinator*
Accountable to: *President / CEO*

Please email resume for consideration to erika@corazon.sa.org

General Description: This position will be responsible for *housekeeping and maintenance for all campuses of Corazon Ministries in coordination with landlords and CMI Team.*

Essential Functions:

- Cleans and sanitizes all work areas on a daily basis to include Day Center and Harm Reduction Drop In Center located at Grace Lutheran Church as well as offices and basement of Travis Park Church to include kitchen, clothing closet, showers and bathrooms.
- Vacuums and sweeps floors, carpets, and rugs as needed but no less than weekly
- Supports the team in laundry needs
- Cleans and sanitizes bathrooms, showers, toilets, sinks, and countertops at all operational and office locations
- Replenishes toiletries and towels and other supplies in needed areas
- Empties trash receptacles
- Provides maintenance support to Deb's House, TPC and Grace Lutheran Church when requested / needed
- Coordinates vendors for maintenance as need and requested by CMI leadership and partners at locations we are housed at
- Provides thorough in depth cleaning for all areas a minimum of monthly / quarterly based on calendar to be provided by CMI leadership
- Ensures that exterior of buildings are free of debris / trash, etc.
- Coordinates recycling program for all sites as needed / requested by CMI leadership and partners
- Keeps breakrooms, meeting rooms and common areas clean and ready for use by CMI staff or partners
- Protect equipment and make sure there are no inadequacies
- Notify superiors on any damages, deficits, and disturbances
- Deal with reasonable complaints/requests with professionalism and patience
- Adhere strictly to rules regarding health and safety and be aware of any company-related practices
- Other duties as assigned by President / CEO or CMI leadership

Skills:

- Facilities maintenance
- Custodial
- Maintain cleanliness
- Buffing floors
- Porter duties
- Floor care techniques
- Industrial cleaning methods
- Commercial cleaning procedures

Qualifications:

- Orientation to detail, accuracy, and meeting of deadlines.
- Proven experience as a cleaner or housekeeper
- Ability to handle heavy equipment and machinery used in cleaning
- Familiarity with Material Safety Data Sheets (MSDS)
- High school degree or equivalent preferred
- Commitment to food safety, people safety and a clean and safe environment for all.
- At least three years' experience working as housekeeper / maintenance preferred
- Ability to work cooperatively under pressure with a broad range of people.
- Absolute integrity, honesty, and ability to maintain confidentiality when required. Background check will be required for this position. Certain backgrounds will not be excluded.
- Ability to manage time effectively and to work independently.
- Ability to be politely, firm and decisive.
- Ability to understand and follow instructions on complex matters.
- Ability to communicate tactfully with other staff members and the public.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to stand, sit, talk, hear, keyboard, and utilize fine manipulation and near visual acuity. The employee is occasionally required to walk, utilize gross manipulation, push, pull, reach, and stoop. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment

This job is performed in an indoor and outdoor office environment. You may be required to drive to different locations with varying conditions. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

My signature on this document indicates my understanding and acceptance of these job responsibilities. I further understand that my performance of these duties will be utilized as a basis for my annual performance review.

Employee Printed Name

Employee Signed Name

Date