|  |
| --- |
| **Employee Name:** |
| The Mission of SHARE is to identify, develop and foster programs and services that further the health and well- being of the people of our community and surrounding areas. | **Job Description** **Environmental Services Level 1** |
| **Reports To:** Facilities Manager | **Location: 6** |
| **Type of Position:** Hourly | **Grade:** 24 |
| **Benefits Eligible:** No  | **ID:** 110 |
| **Routine Driver: Yes** | **Tier:** 2 |
| **EEOC Classification:** Service Worker/Non-Supervisory |
| **Position Summary** |
| Performs general janitorial services, works in all interior and exterior areas of SHARE facilities, Includes but is not limited to lawn care, landscaping, general housekeeping, deep cleaning, equipment cleaning and preventative maintenance as directed. |
| **Qualifications** |
| One year of related custodial or general maintenance experience required. Experience operating heavy cleaning equipment preferred. High School Diploma or GED required. Possess the ability to follow both written and oral instructions. Must have the ability to communicate well with members and staff in a friendly professional manner. Must be able to work independently and take direction well in an unsupervised setting. |
| **Certifications** |
| Current certification in CPR and First Aid required must be obtained within 90 days of hire. The cost for CPR certification will be reimbursed by HFC. |
| **Physical Requirements** |
| **Light to Medium work**The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as typewriters and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity. **The minimum requirements of this position require this individual to:** * Normal Hearing
* Normal manual dexterity
* Clarity of vision of with/without corrective lenses
* Must be able to negotiate stairs and ladders
 |
| **Other Requirements** |
| * Must have valid Current Driver’s License
* Furnish own transportation
* Must maintain state required automobile insurance coverage
* Must keep informed of and comply with the non-discrimination policy as stated: SHARE does not discriminate on the basis of race, color, national origin, handicap or age in admission or access to or treatment or employment in its programs or activities. The current President / CEO of SHARE FOUNDATION, has been designated to coordinate efforts to comply with the Americans with Disabilities Act of 1991 which prohibits discrimination on the basis of handicap
 |
| **SHARE IMPACT Values** |
| The values of SHARE are:**Integrity - Motivated - Professionalism - Adaptability - Compassion - Teamwork**Your behavior and the values you demonstrate in the workplace have a direct IMPACT on mission fulfillment, the work environment and the people you serve. You will be evaluated on the demonstration of these values in the performance of your work and in your daily interaction with others. You must be successful in both the demonstration of these values and the successful performance of the essential job functions required on this job description.  |
| **Evaluation Instructions****Evaluation Key**: Met **(M)** Needs Improvement **(NI)** Not Met **(NM)** Complete electronically or in ink. Do not erase or use white out and initial any corrections.Give a key for all requirements. Include documentation for NI or NM keys in the comments field. Document any goals that are set during the evaluation. Give employees the opportunity to make comments or to respond in writing. Complete the recommendations section. Signatures are required from the supervisor and the employee. |
| **Essential Job Functions** |
| **Requirement** | **Key** | **Evaluation Comments** |
| Follow the regular cleaning schedule for all assigned areas of facilities as directed.  |  |  |
| Perform lawn and grounds maintenance as directed. Includes but not limited to mowing, weed eating, trimming, mulching, power washing, etc. |  |  |
| Perform deep cleaning as directed. Includes but is not limited cleaning carpets, chairs, equipment, sauna, restrooms, concrete etc. |  |  |
| Perform general maintenance as directed. Includes but is not limited to:* Changing light bulbs
* AC filters
* Mop mats under cardio equipment
* Complete scheduled preventive maintenance on treadmills, spinner bikes and other equipment as directed
 |  |  |
| Assist staff with equipment cleaning as directed. |  |  |
| Inform Supervisor when supplies are needed |  |  |
| Report broken or in need of repair items to supervisor |  |  |
| Use good time management skills to ensure all hours worked are productive toward clean, safe, well-kept facilities. Consistently carry out and complete directions from your supervisor. |  |  |
| Stays informed of and comply with OSHA standards, wear required personal protective equipment and adhere to safety procedures. |  |  |
| Perform other duties as assigned or requested  |  |  |
| **Adhere to Policies and Procedures** |
| Demonstrate an understanding of how SHARE’s IMPACT values help achieve our mission to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas. Demonstrate those values on a daily basis and be willing to overcome behaviors that negatively impact relationships with co-worker’s and the people we serve. |  |  |
| Adhere to punctuality, attendance and absenteeism policies |  |  |
| Adhere to dress code standards |  |  |
| Provide proof of current valid driver’s license and current automobile insurance to SHARE administration each time documents renew |  |  |
|  |
| This job description is a summary of the typical functions of the job, not an exhaustive or comprehensive list of all the possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder of this position may differ from those outlined in this job description and other duties, as assigned, may be part of this job. This job description should not be construed to imply that these requirements and functions are the exclusive standards of this position. |
| **Evaluation Summary** |
| **Met last year’s goals:** |
| **Evaluation Goals for Up Coming Year:** |
| 1. |
| 2. |
| 3. |
| 4. |
| **Recommendations:** |
| **Employee Comments:** |
| **Employee Signature:** | **Date:** |
| **Supervisor Signature:** | **Date:** |
| **ED Review:** | **HR Review:** |