



Facilities Janitorial & Training Lead Job Description Central Iowa Shelter & Services

General Description:

The Janitorial Position will consist of cleaning the CISS Facility to professional standards. This is a part-time position requiring 24 hours/week. This position reports to the Facility Manager & Program Manager.

Duties and responsibilities:

- Responsible for cleaning and maintaining all restrooms and showers on the First Floor of the facility daily
- Responsible for cleaning and maintaining offices in the management hallway and case management hallway
- Responsible for cleaning and maintaining Primary Health Care Clinic to clinical cleaning standards daily
- Responsible for cleaning and maintaining all floors, stairwells, elevator, entries, ledges, doors, windows and glass in the facility daily
- Work with Facility and Program Managers on creating a training curriculum
- Work with lead shelter assistants to insure supplies are available for nightly and weekend cleaning
- Inventory and order all cleaning supplies
- Will be responsible for training and managing 3 janitorial training program trainees ● Coordinate cleaning opportunities with outside partners like Easter Seals, clients, and community service
- Candidates must be at least 18 years old
- Must have valid driver's license and reliable transportation
- Must be prompt and dependable and able to follow both written and verbal directions
- High school diploma or equivalent education
- Ability to pass a background check
- Candidates should have at least 5 years of professional cleaning experience
- Candidates should be able to stoop, kneel, reach for and handle objects, stand and walk for up to 8 hours, and lift to 50 pounds.
- 2 years purchasing and inventory control experience
- Basic computer skills
- Prior employee management experience is preferred
- This employment position is NON-EXEMPT

Position is open until filled.

Please contact Chip Bixby with interest at cbixby@centraliowashelter.org.

Central Iowa Shelter & Services is an Equal Opportunity employer. Personnel are chosen based on ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

Last Updated 9/5/18 — CB