

CHINESE AMERICAN SERVICE LEAGUE JOB DESCRIPTION

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| Title: Custodian/Driver (Regular Part-Time) | Grade: 3 | |
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| Reports To: Director of Administration | FLSA Status: Non-Exempt | |
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| Supervises: None | Date Written: | Date Revised: |
| | 6/2017 | 10/2018 |

POSITION SUMMARY

The Custodian/Driver reports to the Director of Administration and provides the specified maintenance activities for the agency.

DUTIES AND RESPONSIBILITIES

Facility Duties:

- Keeps facility in clean, tidy, and orderly condition by completing tasks such as mopping floors, cleaning bathrooms, setting up furniture, removing garbage etc.
- Keeps grounds free of leaves, snow, and other debris.
- Responsible for moving office supplies within the office building and may be required to help move office equipment or furniture.
- Sets up room for special events of the agency and carries out security responsibilities for agency's programs.
- Shovels snow around agency building and water lawn and plants.
- Performs maintenance and repair projects as needed.
- Plans and completes own work within assigned schedule.

Driver Duties:

- Provides pick-ups and drop-off for program activities as assigned.
- Drives program clients and staff to field trips, meetings, shopping, and other activities.
- Assists in picking up donations from corporate and community donors.
- Assists in moving and transporting equipment, supplies, and furniture.
- Inspects vehicles daily and before and after each trip.

- Cleans and maintains the interior and exterior of the agency's vehicles weekly.
 - Monitors mechanical maintenance of vehicles, such as oil change, tire pressure, tune up, etc. and reports same to Building Maintenance Technician.
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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM REQUIREMENTS

Education/Experience:

- High School Graduate.
- Ability to follow instructions and work independently.

Skills/Knowledge:

- Ability to speak and understand English.
- Valid driving license and clean driving record.

Physical Demands:

- Must be able to independently lift objects weighing up to 50 lbs.
- Must have visual, audio and learning capability sufficient to perform the essential functions defined above.

Environment and Scheduling:

- Work schedule is assigned by Director of Administration.
 - Hours may vary according to need of agency.
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