

Job Title: ESSA Facilities Custodian

Position Summary:

This position reports to the Facilities Coordinator and is responsible for all housekeeping and light maintenance and repair duties on the ESSA campus, which includes administrative offices, studios, and on-campus housing. Position ensures that all facilities are clean, organized and in good repair. Weekly hours and schedule may vary.

General Custodial Duties

- Cleans facilities as directed by Facilities Coordinator, complies with schedule and housekeeping procedures, ensures that all schedules are kept, and submits records of all housekeeping activities.
- Regularly scheduled cleaning tasks include cleaning bathrooms, kitchens, common areas, offices, and studios, with weekly garbage removal. Periodic deep cleaning tasks such as cleaning baseboards, windows, fans, vents, etc. will also be required.
- Maintains inventory and distributes general housekeeping supplies, paper goods, and refreshments for campus.
- Processes laundry for lodging, studios, and other facilities.
- Works with Facilities Coordinator to assist other staff and / or volunteers as needed to assist with moving furniture or equipment for classes or on-campus events.
- Works with Facilities Coordinator to adhere to maintenance schedule and execute tasks such as maintaining light fixtures, A/C filters, checking fire extinguishers, light repairs, power washing, sealing, painting, weatherization, and winterization of facilities, and submits records of all maintenance and repair activities.
- Other responsibilities as assigned.

Qualifications/Requirements:

Ability to work in varying outdoor and indoor conditions

Ability to lift 50 lbs

Written communication skills for email and text communication and recordkeeping

Ability to organize and prioritize work

Ability to work independently with little supervision

Flexibility and positive attitude, and an ability to work well as part of a team and interact positively with members of the public