

CUSTODIAN

POSITION DESCRIPTION:

Contribute to the therapeutic milieu through attention and care of the physical environment.

KEY AREAS OF RESPONSIBILITY:

Ensure the cleanliness and orderliness of the milieu.

Daily Tasks:

1. Pick up living areas.
 - Cottage items like dishes, laundry basket, anything not a child's personal item.
2. Clean kitchen, empty garbage/recycling/food waste. Clean inside the waste cabinets, especially the food waste cabinet.
 - This is best done towards the end of your shift.
3. Sweep and mop dining room, kitchen, and living room vinyl floors.
4. Vacuum living areas, offices, and hallways.
5. Clean bathrooms for kids and staff:
 - Empty garbage
 - Sweep and mop floors
 - Clean showers/bathtubs
 - Clean toilets
 - Clean sinks and wipe countertops
6. Help with laundry as time allows.

Weekly Tasks:

1. Order cleaning and paper supplies.
2. Dust offices and living areas.
3. Wipe down the face of the kitchen cabinets.
4. Clean out refrigerator and freezer.
 - Throw out old food
 - Wipe out the inside and outside
5. Clean inside windows.
 - Main office
 - Supervisor office
 - Dining room
 - Living Room
 - Family Room

Monthly Tasks:

1. Clean ovens.
2. Clean the cooktop surface and under the burners.

As Needed:

1. Sweep outside front entry.
2. After a child has been discharged, help get that bedroom ready for the next child.
 - Sweep & mop the floor
 - Wash window (inside)
 - Dust
 - Strip the bed

Demonstrate a high degree of skill in communication and positive interaction with all Ryther employees, prospective employees, external agencies/companies and the community at large.

Perform all other related duties as assigned.

ESSENTIAL JOB REQUIREMENTS:

1. Commitment to the Vision, Values and Mission of the agency.
2. Acceptance of a variety of lifestyles, behaviors, cultural, and spiritual practices.
3. 21 years of age.
4. Minimum of one year experience in general housekeeping duties.
5. Ability to exercise discretion and maintain customer and employee confidentiality.
6. Ability to work within the framework of a therapeutic milieu and schedule.
7. Effective verbal communication skills.
8. Ability to work with others in a position of responsibility.
9. Ability to work within the framework of a therapeutic milieu.
10. Effective written and verbal communication skills.
11. Ability to work cooperatively with others.
12. Ability to complete emergent assignments within the time frame identified by the supervisor.
13. Ability to perform a range of physical motions including but not limited to:
 1. lifting and carrying up to 50 lbs.,
 2. standing, walking, sitting for long periods of time,
 3. kneeling, squatting, and stooping,
 4. running for brief periods of time,
14. Ability to use the senses of sight and hearing to effectively perform all job responsibilities effectively.

SUPERVISOR: Maintenance and Facilities Manager

If you are a person with a disability in need of reasonable accommodation to perform the essential functions and responsibilities related to your position, please notify your Program Director or Director of Operations (extension 235) as soon as possible.

I, _____, have read this and understand this is my job description as an employee of Ryther.

Signature

Date