



Job Title: Janitorial and Maintenance Team Member
2020

Date Prepared: March 9,

Reports To: Operations Manager

Status: Part-time, hourly

Summary: To maintain the cleanliness and order of the building through daily cleaning and maintenance duties.

Qualifications:

1. Ability to manage time and maintain good communication with maintenance supervisor.
2. Basic knowledge of hand tools
3. Ability to lift up to 50lbs repeatedly
4. Ability to stand or walk throughout the shift
5. Understands the mission of Hope Ministries and abides by professional boundaries to ensure the safety and success of our residents
6. Valid Driver's License

Duties:

1. Clean and supply designated building areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc.)
2. Perform and document routine inspection and maintenance activities
3. Carry out heavy cleansing tasks and special projects
4. Notify management of occurring deficiencies or needs for repairs
5. Work Order completing as assigned by supervisor
6. Stock and maintain supply rooms
7. Assist Hope staff with repairs, room set up, cleaning, maintenance, or special projects as needed