



NATIVE AMERICAN CONNECTIONS

POSITION DESCRIPTION

TITLE:	Janitorial-Grounds
HOURS OF WORK:	Full time
LOCATION:	Central Phoenix properties
CHAIN OF AUTHORITY:	Board of Directors CEO Director of Property Management Facility Maintenance Supervisor

MISSION:

Improving the lives of individuals and families through Native American culturally appropriate behavioral health, affordable housing, and community development services

POSITION SUMMARY:

General janitorial, up keep and cleanliness of assigned facility.

RESPONSIBILITIES:

- Responsible for the cleaning of community areas, trash removal from all common areas. Cleaning of all offices interiors and exteriors including windows, floors, furniture etc.
- Picking up grounds of all trash and debris.
- Power wash and general janitorial
- Work in a proactive capacity to report any possible future or preventative repairs in facilities assigned.
- Maintain inventory on all tools and supplies and be responsible for the care and repair of NAC equipment.
- Other duties as assigned

EDUCATIONAL REQUIREMENT:

- None

WORK EXPERIENCE/SKILLS REQUIREMENT:

- MS Office proficiency
- Strong interpersonal skills with an ability to work effectively with a wide range of people, teams, managers, supervisors, and vendors.
- Demonstrate excellent written and oral communication skills.
- Excellent customer service skills.
- Experience in working with the Native American population preferred
- Must demonstrate critical thinking, problem- solving and organizational and time management skills.
- Possess and maintain a valid Arizona driver's license, liability insurance and a dependable vehicle
- Fingerprint Certificates within 90 days of hire.
- One (1) year experience in janitorial service
- Able to perform the physical functions listed below
- Ability to use power washer, floor buffer

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PHYSICAL FUNCTIONS:

- Able to stand, bend or kneel for long periods.
- Able to climb (ladders, etc.).
- Able to lift 60 lbs. Or more.
- Able to reach above shoulder height.
- Able to crawl on any type of surface.
- Operate in an outdoor or maintenance shop environment

FAIR LABOR STANDARDS ACT:

This position is considered to be Non- Exempt for overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. Non-Exempt employees are entitled to overtime pay for hours worked in excess of forty (40) hours per workweek.

Employee

Date

Supervisor/HR Director

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