



Custodian – Facilities Department
Salary: \$13.50 - \$20.30 Hourly

Custodian– Douglas County, Oregon

1 Full-Time Non-Exempt Position - 40 Hours per Week

3 Part-Time Non-Exempt Positions – 25 Hours per Week

Under the direction of the Custodial Supervisor, custodians perform basic and routine cleaning duties to agency buildings; restock supplies; and other miscellaneous duties in order to ensure that the agency facilities are maintained in a healthy, safe and sanitary manner.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Perform basic cleaning of agency buildings which includes: vacuum, clean, mop, strip, wax, and buff floors; shampoo carpets; wash windows, blinds, walls, ceilings; clean and stock restrooms; dust and clean furniture; refill supplies. Collect trash and dispose. As needed, wash all windows, inside and out; clean walls, doors, etc.
- Provide assistance to building users and prepare rooms for users; setup, take down tables, chairs, power panels and electric cords.
- Follow instructions regarding the use of chemicals and supplies and use as directed. Maintain an adequate supply of cleaning materials and supplies and restock as necessary.
- Handle recycling materials. Attend to cleaning/building emergencies as necessary.
- Report any maintenance issues to supervisor.
- Perform other related duties as required.

Minimum Qualifications:

Knowledge of: Reasonable knowledge of cleaning methods, procedures, equipment and supplies used in custodial maintenance. Knowledge of SDS and hazard procedures.

Skill in: Safe operation of appropriate power tools and equipment. Skill in problem solving, decision making, and time management.

Ability to: Communicate effectively in oral and written forms; interpret and comply with written and oral instructions; estimate time and materials for individual projects and manage time efficiently; adjust to priority changes and work well under pressure; utilize problem identification and resolution techniques; remain calm and use good judgment during confrontational or high pressure situations; establish and maintain records and reports; courteously meet and deal effectively with other employees, facility users and the public. Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products. Ability to work independently. Must follow all safety rules and practices, and perform work in a safe manner.

Education, experience and training: One year of custodial work experience preferred OR any satisfactory equivalent combination of experience and training.

Background Check

- This position requires driving between facilities using a company-owned vehicle. At time of appointment, must possess valid Oregon driver's license. Finalist must provide court print driving record that meets the requirements of the UCAN Driver Policy as part of contingent offer of employment.
- At time of appointment, must be enrolled in the Criminal History Registry.

<https://secure.emp.state.or.us/ccd/>



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Other Requirements:

- Acquire an initial first aid card within 30 days of hire and renew as necessary to keep current.
- Following appointment and within 60 days, must participate in a Head Start staff health appraisal.

Physical Demand and Working Conditions:

- This position requires bending, lifting occasionally up to 60 pounds, frequently lifting between 5 & 25 pounds, reaching, walking, carrying, manipulating, sitting, pulling, stooping, keyboarding, pushing and standing.
- This position requires frequent mental and/or visual attention.
- This position is often performed under somewhat disagreeable working conditions, with exposure to dust, dirt, cold and water.

Download and Complete UCAN APPLICATION: www.ucancap.org/careers

Submit completed application to: ucan.employment@ucancap.org

UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470

Phone: 541-492-3913 FAX: 541-492-3921

UCAN is an Equal Opportunity Employer.

If you require special assistance at any point during the application or selection process and would like to request an accommodation due to a disability, please e-mail a description of your request to Human Resources:

ucanhr@ucancap.org