

HOUSING AUTHORITY OF THE SAC AND FOX NATION
JOB DESCRIPTION

Job Title: Custodian/Grounds Keeper
Department: Planning and Administration
Supervisor: Executive Assistant
FLSA: Non-Exempt
Job Position: Key Position

Position Summary:

The custodian/grounds keeper maintains a clean working environment for all staff and visitors of the Housing Authority of the Sac and Fox Nation, ensuring all areas are safe and in good working condition.

Duties and Responsibilities:

1. Clean all Housing Authority building floors by sweeping, mopping, scrubbing, or vacuuming.
2. Gather and empty trash at all Housing Authority buildings daily and outdoor trash receptacles at identified low rent units per schedule.
3. Wash and sanitize toilets, sinks, and restock disposables at all Housing Authority buildings (i.e. soap, toilet paper, paper towels).
4. Clean windows, glass partitions, and mirrors at all Housing Authority buildings.
5. Clean and polish furniture and fixtures at all Housing Authority buildings.
6. Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
7. Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications
8. Perform minor repairs at all Housing Authority buildings and identified low rent units.
9. Requisition supplies or equipment needed for cleaning and maintenance duties.
10. Move heavy furniture, equipment, or supplies, either manually or by using hand trucks.
11. Provides minor landscaping at all Housing Authority buildings.
12. Conducts all cleanings of rental units prior to move-ins.
13. Conducts move out cleaning of vacant units.
14. Conducts weekly exterior cleanings of assigned low rent units.

15. Remove snow from sidewalks, driveways, or parking areas, using snowplows, snow blowers, snow shovels, or spread snow melting chemicals at all Housing Authority buildings.
16. Monitor Housing Authority buildings security and safety by performing tasks such as locking doors, closing window, setting the alarm and checking electrical appliance use to ensure that hazards are not created.
17. Operates various equipment related to custodial services.
18. Oversees general Housing Authority buildings conditions and reports problems to supervisor.
19. Responsible for the proper custodial maintenance of all Housing Authority buildings in the event of an emergency.
20. May be assigned to other Housing Authority buildings and duties as directed.
21. Cleans assigned areas on a regular schedule.
22. All other duties as assigned by Supervisor.

Knowledge, Skills, and Abilities:

1. Proficient knowledge of cleaning equipment and agents.
2. Ability to work with minimal supervision.
3. Proficient with handling basic maintenance repairs.
4. Must have excellent verbal and written skills.
5. Ability to lift objects up to 50 lbs.
6. Ability to work for long hours on one's feet.
7. Ability to perform physical tasks constantly.
8. Ability to work from verbal and written instructions and work orders.
9. Knowledge of occupational hazards safety rules.
10. Professional attire and appearance required.
11. Professionalism required.
12. Ability to accept criticism in a non-defensive manner.

Education and Experience:

1. High School diploma or GED.
2. 3+ years' experience in a custodial role.
3. Must possess a valid driver's license and be insurable.
4. Candidates will submit to a criminal background check and drug screening.

The Housing Authority of the Sac and Fox Nation is committed to Equal Employment without regard to race, religion, color, gender, national origin, age, disability, or sexual orientation. However, in accordance with the Indian Preference Act (Title 25 U.S. Code 472 and 473) preference in filling vacancies are given to qualified Indian candidates. HASFN will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and its amendments.

Native American Preference/EEO/Drug Free/Smoke Free Workplace

Tribal Preference/Native American Preference/EEO/Smoke Free/Drug Free Workplace
Indian preference applies to all positions, but all resumes will be accepted.

I have read and have a basic understanding of all the duties required of this position. I also understand that this job description does not constitute a contract for employment.

Employee Signature

Date

Executive Director

Date