



JOB DESCRIPTION
DOUGLASS COMMUNITY ASSOCIATION
Custodian – Part Time, Hourly (Non-Exempt)

Position Summary

Assist with cleaning Douglass' facility (offices, common rooms, gym, and bathrooms), room set up for events, and maintenance needs, which includes both indoor and outdoor work. This position requires working nights, weekends, and holidays.

Duties and Responsibilities

1. Perform cleaning responsibilities and building maintenance as required
2. Move and assemble furniture and equipment, load and unload materials and supplies
3. Practice safety rules within his/her area or responsibility and reports any existing or potentially hazardous conditions immediately to his/her immediate supervisor
4. Able to fill in on short notice
5. Adheres to DCA and tenants' policies as required
6. Fills out weekly maintenance checklist
7. Perform other duties as assigned

Reporting Relationships

Custodial Coordinator

Desirable Skills and Characteristics

1. Previous experience as a custodian is preferred
2. Ability to learn procedures and operations
3. Initiative to take on new projects
4. Evidence of satisfactory work habits
5. Prompt and reliable with a good previous attendance record
6. Able to handle physical requirements of the job (bending, lifting up to 50 lbs., reaching, pulling and pushing, climbing)
7. Effectively work with adults, youth, staff, and diverse populations
8. Valid Michigan driver's license

Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, color, familial status, gender, gender identification, marital status, national origin, non-job related disability, race, religion, sexual orientation, veterans' status. EOE

Please apply using " Custodian" in subject line with resume and cover letter to:

Email:

Jonathan Yarbrough

JYarbrough@DouglassCommunity.org

Mail:

Jonathan Yarbrough

**1000 W. Paterson Street
Kalamazoo, MI 49007**

