

Maclean-Cameron Animal Adoption Center

Enhancing compassion through education

POSITION DESCRIPTION

TITLE: MAINTENANCE LEAD/CUSTODIAN

POSITION SUMMARY:

Our organization is seeking a motivated, organized, and independent individual for our open Maintenance Lead/Custodian position. The Custodian is responsible for performing minor cleaning and maintenance tasks to ensure the appearance, cleanliness, and efficient operation of our facility and grounds.

KEY RESULTS:

- Clean, maintain and repair both the building grounds, including appliances and kennel fixtures.
- Perform routine maintenance tasks.
- Perform routine repairs of equipment, supplies, building and grounds.
- Regularly inspect equipment and appliances to ensure proper operation.
- Facilitate the services of a contractor when appropriate.
- Respond to repair and maintenance requests in a timely fashion and prioritize requests.
- Restock supplies in animal areas and monitor supply levels.
- Perform inventories of supplies and maintain adequate stock.
- Receive deliveries of supplies and distribute to appropriate areas.
- Perform daily rounds to ensure that building and grounds are clean and well-kept.
- Perform emergency or spot cleanings and empty trash cans as needed.
- Wash windows, clean floors, clean bathrooms, and disinfect surfaces as needed.
- Maintain appearance of building exterior through various outdoor tasks, including mowing and trimming grass, pulling weeds, watering plants, and shoveling snow.
- Demonstrate independence through an ability to follow all procedures as directed in a safe, efficient, and effective manner, and facilitate the safety of fellow employees and volunteers.
- Cooperate with fellow employees, volunteers, patrons, management and public with honesty, integrity, respect, and professional manner.
- Comply willingly with all regulatory requirements, including federal, state, local, and organizational statutes or rules.
- Demonstrate job commitment through attendance and full completion of all assigned shifts.
- Perform other duties as assigned.

SKILLS & QUALIFICATIONS

- Must be at least 18 years of age.
- Ability to read and interpret documents such as safety rules and procedure manuals.
- Must have a valid driver's license.

- Availability to respond to emergencies.
- Availability to work a flexible schedule including weekends, evenings, and holidays.
- Must have good interpersonal and verbal communication skills.
- Must have time-management and multitasking skills, and the ability to work independently with minimal supervision.

PHYSICAL REQUIREMENTS

- Must be able to lift heavy weight in excess of 50 lbs.
- Must be able to work with cleaning equipment and chemicals.
- While performing this job, employees will be standing, walking and active for most of the time.

+/- 18.00/hr. DOE

To apply, submit cover letter, resume and references to: office@mc-aac.org