



FACILITY CUSTODIAN

600 Ned's Way, Tiburon, CA 94920
www.theranchtoday.org \ (415) 435-4355

JOB SUMMARY

Under general supervision of The Ranch staff, the Facilities Custodian performs a variety of custodial and maintenance duties to the agency's facilities and adjacent areas for classes/activities. The Facilities Custodian will also assist with the set-up and take-down of classes, activities, meetings, and special events and performs related duties as required. Some work is performed during non-business hours when direct supervision is not available.

ESSENTIAL FUNCTIONS

- Maintain facilities on a routine basis; observe and report the need for building and equipment repairs; identify and maintain the existing safety and sanitary standards.
- Knowledge of methods, techniques, and procedures related to janitorial maintenance.
- Monitor and organize inventory of cleaning supplies and equipment.
- Maintain restroom facilities, offices, and classrooms through cleaning, restocking, and sanitizing on a daily basis.
- Empty and clean waste and recycling receptacles; curb recycling and trash cans weekly.
- Maintain outside walkways, patios and entrances to facilities as needed; lock and unlock buildings.
- Set up, assemble, move, rearrange, and take down chairs, tables and other furniture and equipment for program activities, meetings, community use, and other events.

ABILITY TO

- Utilize proper safety precautions related to all work performed.
- Work with minimal guidance and supervision and maintain simple records and files.
- Establish and maintain effective working relationships with co-workers, the general public, and those contacted during the course of work.
- Implement oral and written directions and has the ability to read and understand cleaning chemical labels.
- Operate equipment used in the cleaning and basic maintenance of buildings and grounds.
- Lift, carry, and pull equipment and supplies weighing up to 50 pounds.

EXPERIENCE & QUALIFICATIONS

- Minimum 1 year prior related experience is required.
- The ability to read, write, and comprehend instructions is required; a high school diploma is preferred.
- Must be able to execute duties in an efficient, effective, and timely manner with minimal direction.
- Must possess a valid Class C California Motor Vehicle Operators License.

WORK HOURS, DATES & COMPENSATION

- \$20 - \$25 per hour, depending on experience
- 5 days per week; Monday through Thursday and Saturday. Mornings, preferred.
- Approximately 20 - 25 hours per week.
- Sick Leave: 3 paid sick days/calendar year; eligible after 90 working days of employment.

ADDITIONAL INFORMATION

- All staff will have a criminal background check completed through a DOJ/FBI "Live Scan" fingerprint.
- All staff must submit a copy of a recent DMV driving record in order to drive a Ranch vehicle.
- All staff must have a minimum of 3 references and verified work experience.

TO APPLY

Please complete an application from our website or submit a resume and at least two (2) references to Maureen Borthwick, Adult Recreation Supervisor, mborthwick@theranchtoday.org. Position is open until filled.