



JOB DESCRIPTION

Custodian/Driver Mesa Active Adult Center (MAAC)

Reports to: Director of Center Based Services

Employment Status: up to 36 hours/week

Review Date: February 2017

PRIMARY RESPONSIBILITIES:

Performs a variety of custodial duties, which include, but are not limited to, set up and take down of multipurpose room and classrooms during meal time and for various classes, parties and programs.

FUNCTIONS:

1. Works with the Center Director and Program Coordinator on set up of tables and chairs for various programs, classes and activities during the hours that the facility is open and for the next day's activities.
2. Tears down tables and chairs and cleans up areas after programs/activities are completed in various rooms, as needed.
3. Daily removes trash from facility (including the kitchen and multipurpose room) to dumpsters, replaces trash can liners, tearing down boxes and removing those from the Center. Empty waste paper baskets in each office/pool room/café and exercise room as well as the shedder in the office area.
4. Sweeps and mops kitchen floors daily.
5. Checks that all floors are clean, picking up paper, etc. and cleaning up any spills and/or messes that may occur.
6. Monitors classrooms and program areas to ensure that no problems are occurring with participants, staff or others and inform Center Director when needed.
7. Scrape dishes at lunch time and remove dishes to the dishwashing area.
8. In absence of Facilities Supervisor, place garbage cans at Administration at the curb for pick up by the City, along with other duties as needed.
9. Check and clean outside dumpster area and sweep exterior entrances on an as needed basis.
10. Transports clients of MAAC and *Encore on 1st* residents to grocery shopping, congregate meals, and other MAAC community activities each week.
11. Performs other duties as assigned.

QUALIFICATIONS:

- Individual must be in excellent physical condition and able to lift 35-50 pounds.
- Be flexible as to duties and work hours.
- Ability to work with people, especially senior citizens, with little supervision.
- Demonstrates integrity and strives for excellence in his/her work.

REQUIREMENTS:

- High School diploma or GED is preferred.
- Ability to communicate in a sensitive manner with a diverse group of persons.
- Possess or be able to obtain a Class 1 Fingerprint Card, First Aid/CPR certification, and a Food Handler's Card.
- Reliable transportation, valid Arizona Driver's License and posses and maintain personal automobile liability insurance coverage.
- Ability to pass required contractual or funding partner driver safety courses/tests.

I have read and understand this document. I have had an opportunity to discuss this document with my supervisor.

Signature

Date

Supervisor's Signature

Date

East Valley Adult Resources is an equal opportunity employer.