

<p style="text-align: center;">East Valley Adult Resources, Inc. Job Description: RM Custodian/Driver</p>

Overview: The Red Mountain Active Adult Center (RMAAC) Custodian/Driver will perform a variety of custodial duties, which include but are not limited to, set up and take down of multipurpose room and classrooms during meals time and for various classes, parties and programs. The Custodian/Driver will also assist in other program areas such as transporting participants of RMAAC to a variety of activities.

Major Duties:

1. Work with the Center Manager and Program Coordinator on set up of tables and chairs for various programs, classes and activities during the hours that the facility is open.
2. Assist in the multipurpose room during the noon meal time, ensuring that tables and chairs are set up and torn down, spills are cleaned up and bussing station is ready.
3. Tear down tables and chairs and clean up areas after programs/activities are completed in various rooms.
4. Remove trash from facility to dumpsters, replaces trash can liners, tearing down boxes and remove from Center.
5. Sweep and mop kitchen floors daily.
6. Ensure all floors are clean, picking up paper, etc. and clean up any spills and/or messes that may occur.
7. Monitor classroom and program areas to ensure that no problems are occurring with participants, staff or others and inform Center Manager when needed.
8. Scrape dishes at lunch time and remove dishes to the dishwashing area.
9. Check and clean outside dumpster area and sweep exterior entrances on an as needed basis.
10. Transport participants of RMAAC to grocery shopping, congregate meals, and other RMAAC community activities each week.

Other Duties:

- Ensure that EVAR's policies, standards, and decisions are implemented and maintained. Foster appropriate and courteous communication and positive relationships with other staff, participants and members of the community.
- Provide excellent customer service to all persons in transport and activities. Work as a team player.
- Other duties as needed and appropriately assigned.

Preferred Qualifications:

1. High School Diploma or equivalent.
2. Ability to lift 35 to 50 lbs; ability to sit or stand for long periods of time. Willing to work flexible hours and be comfortable with driving.
3. Effective oral communication and interpersonal skills. Ability to encourage teamwork and work cooperatively with others. Ability to work effectively with diverse communities. Multicultural competency.
4. Must be able to work well with others, maintain a personable, neat appearance, and follow instructions. Flexibility, patience, sensitivity, and respect for staff and clients are required.
5. Must possess a valid driver's license. Ability to obtain Level I Fingerprint Clearance Card and comply with EVAR's background check policies, including a safe driving record.

Responsible to: Red Mountain Center Manager

Status/Hours: Up to 24 hours per week, non-exempt position; weekday hours.

Primary Work Site: Red Mountain Active Adult Center