

East Valley Adult Resources, Inc.
Job Description: Red Mountain Custodian/Driver

Overview: The Red Mountain Active Adult Center (RMAAC) Custodian/Driver will perform a variety of custodial duties, including cleaning and room set-up / take-down for activities. The position will also assist in other program areas such as transporting participants of RMAAC to community activities.

Major Duties:

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

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.

Qualifications:

- High School Diploma or equivalent.
- Effective oral communication and interpersonal skills. Ability to encourage teamwork and work cooperatively with others. Ability to work effectively with diverse communities. Multicultural competency.
- 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.

Requirements:

- Ability to lift or move up to 50 lbs.; ability to repeatedly sit, stand, bend and/or twist for long periods of time. Willing to work flexible hours and be comfortable with driving.
- Must possess a valid AZ driver's license. Ability to obtain Level I Fingerprint Clearance Card and comply with EVAR's background check policies, including a safe driving record.
- Must possess or have the ability to obtain CPR and First Aid certification and a food handler's card.

Responsible to: Red Mountain Center Manager

Status/Hours: Part-time non-exempt position; primarily weekday hours.

Primary Work Site: Red Mountain Active Adult Center

Equal Opportunity Employer