



POSITION: Janitorial Assistant

REPORTS TO: The Facilities Manager (FM)

PURPOSE: To maintain a safe, beautiful, and compliant campus in accordance with our licensing agencies and with Youth Haven's vision and mission.

EMPLOYMENT CATEGORY: This position is considered NON-EXEMPT under the Fair Labor Standards Act (FLSA) 29 CFR 778.415 – 778.421.

FUNCTIONAL RESPONSIBILITIES:

- Maintain all grounds and facilities, as directed by the FM.
- Ensure campus is well maintained including building appearance, care, and site operations.
- Inspect sites daily to guarantee that the buildings are maintained and cleaned to the highest quality standard.
- Performs major housekeeping duties including cleaning halls, common areas, restrooms, offices, and lobbies.
- Performs routine custodial tasks such as sweeping, mopping, dusting, vacuuming, scrubbing, polishing, and cleaning windows.
- Empty trash receptacles and replace liners.
- Complete work orders for interior and exterior maintenance, cleaning, and service requests, per the FM.
- Resolve assigned work orders, including follow-up or assessment as directed by the FM.
- Provide status updates on requests to Facilities Manager (FM), ensuring all requests are handled promptly and professionally.
- Responsible for reporting to FM any equipment that is not working properly, at all times, and in accordance with any licensing, state or other standard, per the maintenance plan.
- Ensure all work is properly recorded and files maintained as directed by the FM.
- Follow established safety procedures and use personal protective equipment as required.
- Develop and maintain ethical and courteous relations with staff and clients.
- Work, in cooperation with the facilities team, to ensure campus safety and compliance.
- Be available for and support special events and programs as needed.
- Campus beautification as directed.
- Other duties as assigned.



QUALIFICATIONS:

- Technical or trade certification, High school diploma or equivalent from an accredited institution required.
- Assuring a safe environment for work.
- Interpersonal and communication skills.
- Ability to develop positive relationships.
- Familiarity with facilities and maintenance.
- Experience with technology and computer-based systems.
- Must be able to complete 20+ hours of online training.
- Strict adherence to non-disclosure agreements and a high degree of confidentiality.
- Ability to manually lift 50 lbs.
- Ability to climb up and down stairs, access restrictive openings, and perform emergency procedures.
- Use olfactory, auditory, and visual senses to inspect buildings and detect emergency alarms.
- Be flexible and available to support after-hours activities as required.
- Successful completion of a background check and drug screen required.

Employee Name: _____

Employee Signature: _____ **DATE:** _____

Supervisor Signature : _____ **DATE:** _____

Chief Executive Officer Signature: _____ **DATE:** _____

