

SURREY

Position Description

Custodian, Part-Time or Full-Time

Hours are day shift Monday – Friday and flexible

Hourly rate \$15-18.00/hour

Location: Devon, PA 19333

Surrey Services is looking for a part-time OR full-time custodian who will report to the Center Director. This individual will provide interior and exterior custodial services for our Devon Headquarters building.

DAILY RESPONSIBILITIES:

Daily responsibilities include, but are not limited to:

- *Clean and sanitize bathrooms
- *Clean and sanitize café including the kitchen. This includes cleaning floors, tabletops, chairs, and servery as needed following lunch service.
- *Clean sinks, countertops, microwaves, and refrigerators.
- *Sweep and/or mop flooring and stairs.
- *Remove trash as needed.
- *Restock supplies in bathrooms, break rooms and common areas.
- *Maintain janitor closet and sprinkler room in a clean, organized, and safe manner and janitorial equipment in a clean, safe, and operable condition.

GENERAL:

- *Understand and perform basic custodial duties.
- *Perform housekeeping tasks as required/assigned.
- *Evaluate and report any health, safety, or cleanliness issues to the supervisor that cannot be addressed.
- *Maintain a clean facility and a risk-free environment for members, participants, volunteers, staff, and the public while performing work duties.
- *May be requested to perform occasional grounds maintenance tasks including salting

(ice melt), shoveling sidewalks, and chipping ice as necessary, in between cleanings by snow removal service to maintain the safety of members.

*May include snow removal from Surrey-owned vehicles.

*Spring and fall exterior cleanups may involve weeding, trimming shrubbery or flowers, leaf removal.

*Additionally, the Custodian will assist with daily room set-ups and breakdowns to accommodate programs and meetings when needed.

QUALIFICATIONS, SKILLS & ABILITIES:

*Demonstrated knowledge of basic custodial equipment and functions.

*Good customer service skills.

*Basic knowledge of cleaning products.

*Minimum of 1 year of custodial experience required.

*Must be reliable and punctual.

*Prefer candidates with flexibility in work schedule for additional hours occasionally as needed.

Full time employees (those averaging 30+ hours/week) enjoy a full array of benefits offerings including medical, vision, and dental insurance. Surrey provides long and short-term disability coverage, accidental death & dismemberment coverage, and life insurance at no cost to employees. Surrey has a 401(k) plan with company match. We also offer paid time off and paid holidays.

Surrey is an equal opportunity employer who pledges not to discriminate against employees or applicants based on race, color, religion, gender, gender identity, nationality, sex, sexual orientation, national origin, age, disability, veteran status, and genetic information.

Surrey follows all CDC guidelines relative to COVID-19.