

CHILD AND YOUTH PROGRAMS CUSTODIAL WORKER A03

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Company: U.S. Marine Corps

Location: Twentynine Palms

Category: other-general

Summary

Marine Corps Community Services (MCCS) is looking for the best and brightest to join our Team! MCCS is a comprehensive program that supports and enhances the quality of life for Marines, their families, and others in the Marine Corps Community. We offer a team oriented environment comprised of military personnel, civilian employees, contractors and volunteers who keep the organization functioning smoothly and effectively.

Duties

The purpose of the Child and Youth Program (CYP) Custodial Worker position is to perform a variety of custodial and housekeeping duties that require heavy physical efforts to include operating heavy powered cleaning equipment and/or equipment such as extension ladder. The Custodial Worker maintains security of the assigned activity spaces when cleaning during non-operational hours. Responsible for cleaning and scrubbing restrooms using proper chemicals for wash basins, tiles, mirrors, metal doorplates, fixtures and fittings to include disinfecting and deodorizing toilets and sinks. Additional duties include Replenishing soap, towels, and toilet paper daily and cleaning showcases, entrance doors, activity spaces, classrooms, doorframes, dispensers and any other applicable surfaces using proper cleaning chemicals/products.

Sets up and/or moves furniture and equipment as needed. Replaces all furniture, equipment and materials to their original position upon completion of cleaning and maintenance tasks.

Dusts all walls, furniture, shelves, fixtures, and counter surfaces, etc. Uses stepladders and extension ladders to wash walls, windows and partitions, and replace light bulbs and

blinds. Sweeps, wet mops, scrubs, floors daily and waxes, buffs and polishes floors and cleans carpets when applicable.

Makes minor repairs to equipment. Reports hazardous safety conditions, and broken, lost or stolen equipment to supervisor. Reports water leaks, clogged drains and other conditions that require equipment replacement or repair to the supervisor. Inventories supplies and notifies supervisor when reordering is required. Cleans the adjacent activity parking lot, play area and associated outdoor areas by picking up litter, clearing foliage and emptying/washing outdoor trash cans and receptacles.

Operates and maintains power cleaning equipment to include changing brushes and accessories. Maintains inventory of approved cleaning supplies and advises supervisor when supplies are needed or when equipment needs repairs or replacement. Stores custodial supplies and equipment in locked cabinets or closets away from child and youth activity rooms in accordance with local policies and procedures. Ensures hallways, stairways, entrances and doorways are not obstructed by cleaning, maintenance operations, or storage of equipment and materials.

Serves as a member of the Installation CYP to ensure compliance with health, fire, safety, facility and program regulatory requirements and CYP baseline standards. Assists in maintaining DoD/MC certification for assigned program areas, and helps ensure the CY program achieves and retains national accreditation or the Marine Corps equivalent.

Required to observe particular health related practices to provide reasonable accommodations for participants with special needs.

Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Takes action to solve problems quickly.

Alerts the higher-level supervisor or proper point of contact for help when problems arise.

Adheres to safety regulations and standards. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor. Adheres to established standards of

actively supporting the principles of the EEO program and prevention of sexual harassment.

Performs other related duties as assigned.

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