

Custodian III

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Company: Texas Department of Aging & Disability Services

Location: El Paso

Category: other-general

Job Description:

Come work in an environment where we truly value and respect those we serve and believe in the mission that all people can achieve a higher level of wellness and independence.

The state supported living centers serve people with intellectual and developmental disabilities who are medically fragile or who have behavioral problems. The centers provide campus-based direct services and supports at 13 centers located throughout the state.

The state of Texas offers many benefits to employees. HHSC is a qualifying organization for the Federal Public Service Loan Forgiveness Program, which forgives the remaining balance on college student Direct Loans after making qualifying monthly payments. We also offer excellent health benefits, a lifetime monthly retirement annuity as well as (k) and Programs under the Employees Retirement System of Texas.

If you are looking for a place to work where you can establish a career that is filled with purpose, this is the job for you!

The Custodian III performs highly complex (senior-level) custodial work. Responsibilities include performing, coordinating, cleaning, and sanitizing state supported living center buildings and resident homes; providing housekeeping services in a residential setting, which also involves conducting inspections of the buildings and equipment. The Custodian III orders and restocks supplies and equipment and provides backup to other custodians as

needed. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions:

Attends work on a regular basis and may be required to work a specific shift schedule or, at times, even a rotating schedule, extended shift and/or overtime in accordance with agency leave policy and performs other duties as assigned. May serve in an on-call status on a rotating schedule as required to meet operational needs of the facility.

Maintains cleaning supplies, chemicals and equipment, and maintains records of the supplies used, and building property maintenance tools/equipment. Ensures proper usage and maintenance, and if necessary, minor repairs on buildings and equipment (i.e., buffers, waxing machines, biohazard disposal units, vacuums, etc.). Ensures custodial supplies are restocked.

Coordinates and performs the cleaning, dusting, and disinfecting restrooms, all office surfaces/furniture, programming areas, residents' homes and bedrooms, and other SSLC areas, utilizing cleaning chemicals as needed; and ensures all waste/trash is collected and disposed of regularly.

Ensures all resident homes/units meet or exceed the minimum standard guidelines for cleanliness, health and safety, and infection control. Inspects the buildings and identifies any problem areas in need of follow up, and ensures follow-up occurs.

Assists the Custodian Manager in implementing the overall safety and infection control program. Oversees the work of Custodian I and II staff as needed and assists the Custodial Manager in providing training and coaching to these staff.

Other duties as assigned include but are not limited to actively participating and/or serving in a supporting role to meet the agency's obligations for disaster response and/or recovery or Continuity of Operations (COOP) activation. Such participation may require an alternate shift pattern assignment and/or location.

Knowledge Skills Abilities:

Knowledge of cleaning techniques and procedures to include how to dust, sweep and mop

Knowledge of how to strip and wax floors

Knowledge of how to clean and disinfect restrooms and shower stalls

Knowledge of inventory control principles and methods

Skills in the use of custodial materials and chemicals, and in the operation of custodial equipment

Skills in the use and maintenance of building maintenance tools and equipment

Ability to understand and follow oral and/or written instructions

Ability to stay on task and complete work timely

Ability to follow written and oral instructions

Ability to lift 50 pounds

Ability to stand/walk on hard floors for extended periods

Ability to work harmoniously and productively with co-workers and patients

Ability to work irregular hours

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