

**SOUTH TEXAS RURAL HEALTH SERVICES, INC.
JOB DESCRIPTION**

JOB TITLE: Maintenance/Custodian
SALARY: Negotiable
FLSA Status: Non-Exempt
CONTROL: Chief Executive Officer
JOB SUMMARY: To provide a person responsible for all general cleaning and maintenance of premises and grounds.

DUTIES AND RESPONSIBILITIES

1. Shall sweep, vacuum, mop, wax, or buff all floors in building.
2. Shall empty all trash receptacles.
3. Shall dust in all areas that require dusting.
4. Shall clean bathrooms and sinks in treatment rooms and restrooms.
5. Shall re-stock paper towels, toilet paper, etc.
6. Shall assist staff in lifting or hanging of equipment or supplies.
7. Shall assist with moving of furniture.
8. Shall notify supervisor concerning equipment and supply needs.
9. Shall make minor repairs as necessary.
10. Shall shampoo furniture as needed.
11. Shall keep informed and respond to cleaning and maintenance requests within one week.
12. Shall be responsible for establishing major cleaning schedules.
13. Shall maintain the yard by mowing the grass, trim the edges with the weed eater
14. Shall clean the yard of any trash
15. Shall water the yard as needed
16. Shall wash the Agency vehicles, check the oil, check the water in the transmission and windshield cleaner

EDUCATION AND EXPERIENCE

1. Ability to read and write.
2. Prefer someone who has experience as custodian or maintenance.
3. Experience with floor buffers and other cleaning equipment.
4. High School Graduate or GED Equivalency.

OTHER

1. Any other duties determined necessary by Immediate Supervisor and/or CEO.
2. Must be able to travel, have reliable transportation, a valid TX Driver License and auto insurance.
3. Must be willing to follow directives both verbal and written.

Employee Signature: _____ Date: _____