

Reports to: Facilities Director

HR contact: Tina Hood

Status: Non-exempt (hourly)

Job Overview: Responsible for performing the janitorial and preventive maintenance for resident and non-resident program facilities, equipment, grounds and appliances of the Fort Bend Women's Center (FBWC).

#### Job Duties and Responsibilities:

1. Adhere to FBWC core values – Service, Passion, Integrity, Respect, Innovative and Team work.
2. Maintain professional working relationships with staff, residents, clients and vendors.
3. Keep the facilities clean including floors, common rooms, and grounds. Develop a routine cleaning schedule that includes picking up interior/exterior trash, buffing, mopping and vacuuming floors and cleaning common bathrooms/toilets on a daily basis.
4. Make ready (cleaning, repair, pest control, etc.) of resident rooms prior to another resident's arrival.
5. Change A/C and water filters as well as light bulbs.
6. Identify items in need of repairs for all mechanical, heating, cooling, refrigeration, plumbing and electrical systems, generate and submit work orders and communicate repair needs with Maintenance Technician and Facilities Specialist.
7. Assist Maintenance Technician and Facilities Specialist with the scheduling and performing of needed repairs.
8. Travel to the designated FBWC property to complete assigned work orders in a timely manner.
9. Assist Maintenance Technician with regular preventative maintenance inspections and keep accurate records of all inspections and corrective work done.
10. Assist staff in moving supplies and donations when needed.
11. Drive FBWC vehicles as appropriate.
12. Adhere to FBWC Maintenance Procedures.
13. Report all significant incidents that might affect staff and client safety or program operation and responds to emergency situations providing a temporary or permanent repair as the situation dictates.
14. Respect client / resident confidentiality.
15. Other duties as assigned.

#### Qualifications:

1. High school diploma or equivalent.
2. Minimum of twelve months related experience and/or training.
3. Basic computer skills required to initiate work orders, timesheets, expense and mileage reports, emails, etc.
4. Must have valid driver's license and suitable driving record.

#### Physical Requirements:

1. Ability to bend, squat, climb, stoop, twist and reach on a daily basis.
2. Ability to frequently lift and/or carry objects weighing up to 50 pounds.
3. Ability to occasionally lift 50 pounds or more.