

CRATER COMMUNITY HOSPICE, INC.

POSITION DESCRIPTION

TITLE: Hospice Handyman/Custodian

REPORTS TO: Office Manager/CEO FLSA: Non Exempt

I. PRIMARY FUNCTIONS/GENERAL PURPOSE OF POSITION:

Maintains the Crater Community Hospice buildings, grounds and small equipment in a clean and safe condition.

II. EMPLOYMENT QUALIFICATIONS:

Work requires a pleasant demeanor, clean and neat appearance and a basic knowledge of electrical, plumbing, carpentry and landscaping skills.

III. ESSENTIAL JOB FUNCTIONS:

Works approximately 30-40 hours per week, performing general janitorial/custodial cleaning duties and routine maintenance activities in and around the hospice buildings. Maintains the Hospice Memorial Garden and surrounding grounds.

- Cleans building floors by sweeping, mopping, scrubbing/waxing, or vacuuming them on a regular schedule.
- Gathers and empties trash throughout the building, offices and maintains area around dumpsters to ensure it does not become unsightly.
- Services, cleans, and restocks supplies in all restrooms.
- Cleans restrooms in both hospice and Thrift Stores on each day worked. This includes sinks, toilets, mirrors and floors.
- Cleans and polishes furniture and fixtures in the lobby and common areas. (Is not expected to clean individual employees' personal desks.)
- Cleans windows, glass partitions, and mirrors in common areas using cleaners, sponges, and squeegees.
- Makes adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.
- Replaces bulbs and light fixtures as appropriate throughout the complex.

- Manages/adjusts outside lighting timers for DST changes in spring and fall as needed.
- Maintains a schedule of changing A/C filters throughout the buildings to maximize year-round efficiency of cooling/heating units.
- Mixes water and detergents to prepare cleaning solutions, according to specifications.
- Moves heavy furniture, equipment, and supplies as needed/requested, either manually or by using hand trucks.
- Clears trash and debris from grounds as needed
- Pays special attention to the upkeep and maintenance of the Crater Community Hospice Memorial Garden and other surrounding flower beds. This includes continual weeding, pruning, sweeping/blowing off of brick paths, etc.
- Notifies office manager or CEO of the need for major repairs or additions to building operating systems.
- Removes snow from sidewalks, using snow blowers and snow shovels, and spreads snow melting chemicals as required.
- Requisitions supplies and equipment needed for cleaning and maintenance needs.
- Assists with set up and removal of decorations, tables, chairs, etc. for special events such as memorial services and meetings.
- Cleans/wipes out staff refrigerator/microwave approximately once every other week.
- Assists Thrift Store manager/staff in pickup of donations when required. Assists in processing of donations to the Thrift Stores as needed.
- Performs other routine maintenance/janitorial duties as assigned by CEO or Office Manager.

#### IV. OTHER JOB FUNCTIONS:

Work requires that the employee sometimes travel outside the office premises and provide own transportation with mileage reimbursement from the agency.

#### V. WORKING CONDITIONS:

1. Works in conditions where there may be physical discomforts due to dust, dirt, noise, etc.
2. Also works outdoors in hot and cold conditions and can expect to be exposed to temperature changes, insects and other irritants, etc.

VI. CRATER COMMUNITY HOSPICE, INC. MISSION FOCUS:

All employees are responsible for extending the mission and values of Crater Community Hospice, Inc. by understanding each customer, treating each patient, staff member, and community member in a dignified manner with respect, kindness, and understanding and subscribing to the organization's commitment to quality and service.

VII. APPROVALS

DATE

Board of Directors: \_\_\_\_\_

C. E. O.: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification and are not to be construed as an exhaustive list of all job duties. This document does not create an employment contract, and employment with Crater Community Hospice, Inc. is "at will".

**ACKNOWLEDGEMENT:**

I understand and acknowledge that this job description sets forth the basic requirements necessary to perform the job identified and shall not be considered a detailed description of all job requirements that may be needed to perform the job. Organizational needs may necessitate performance of multiple tasks, duties, and responsibilities, including but not limited to assuming the responsibilities of other positions in order to deliver a high quality of service.

I further understand and acknowledge that this job description is not all-inclusive and that Crater Community Hospice reserves the right to review and/or change job requirements and responsibilities as needed. I further understand and acknowledge that this job description is not a contract, in whole or in part, and that I am an employee at will.

I have read, understand, and agree to the responsibilities outlined in this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date