

*Custodian  
Position Description*

RISE is an emerging leader in coordinated care, crisis respite, and mental health service delivery in Dane County and the Greater Madison area. We embrace a strengths-based approach in partnering with others to address the mental health and wellness needs of our community. We value collaboration, learning, and growth. We encourage personal and professional growth in all positions in our agency and seek new talent that will continue to enrich and diversify our workplace perspective and our connection to the community.

The Custodian works closely with the Facilities Manager, other administration personnel, program managers and program staff. The Custodian is responsible for maintaining the cleanliness of the building interior and exterior areas of RISE's Fordem Avenue site.

As with all positions at our agency, it is the duty of the individual to fully support the mission, vision, values, and diversity statement of the agency. The individual must work in a coordinated manner with other employees and community partners to provide culturally relevant, equitable, and inclusive care while demonstrating professional and personal confidence in the service delivery model taken by the agency.

**Position Responsibilities:**

**General Duties**

1. Empty all recyclables and trash into outside receptacles and clean inside containers.
2. Clean and maintain the integrity of all tile and carpeted flooring surfaces, and baseboards.
3. Clean all conference rooms, huddle rooms and offices.
4. Clean interior and exterior windows and window ledges.
5. Clean all workstation glass and wall fabric surfaces.
6. Clean and sanitize the surfaces of all sinks, toilets, tabletops, and kitchen counters.
7. Operate and maintain custodial equipment including but not limited to floor buffers, carpet extractors, and vacuums.
8. Maintain an inventory of cleaning supplies and prepare supply list purchase order.
9. Receive delivery of supplies or pick up supplies as needed.
10. Maintain chemical cleaner safety data sheets
11. Follow best safety practices with all equipment and chemical cleaners
12. Mow lawn, trim lawn edges, remove leaves and shovel walks as needed.
13. Keep light fixtures, other fixtures and clocks clean and clocks in good working order.
14. Assist with repair and painting of interior walls.
15. Special projects as needed to maintain a clean and safe facility.
16. Perform and complete all duties and tasks efficiently at a high level of quality.

### Agency

1. Engage in ongoing examination of and engagement with one's own biases and continued work toward cultural humility.
2. Work with everyone embracing different perspectives and life experiences beyond one's own experience and perspective.
3. Attend and actively participate in program meetings and agency meetings.
4. Follow RISE's confidentiality guidelines to ensure program participant privacy.
5. Follow RISE's policies and procedures as cited in the Employee Handbook.
6. Perform other duties as requested by the direct supervisor or agency director that enhance the overall agency operation.
7. Hold a valid driver's license, have access to reliable transportation, and have a driving record that enables purchase of automobile insurance, in accordance with agency guidelines.
8. Any and all additional tasks as assigned.

### **Required Qualifications:**

- One year of janitorial, housekeeping, or general cleaning experience OR more than one year of food service cleaning experience
- Ability to lift 50 lbs. on a regular basis
- Ability to operate cleaning machines for various surfaces
- Ability to learn cleaning methods and protocols
- Demonstrated verbal and written skills
- Ability to show initiative while also working as a member of a team
- Demonstrated organizational skills
- Ability to drive self and others via vehicle
- Daily access to a reliable vehicle, with valid drivers' license and insurance
- Ability to use a computer, email, and willingness to learn new computer skills as related to the work.
- Ability to pay attention to detail and a commitment to quality and the timely completion of duties
- Demonstrated ability to work as a member of a team

### **Preferred Qualifications:**

- Skilled in the use of basic maintenance and painting tools
- Bilingual in Spanish, French, Arabic, Hmong, or another language as deemed necessary by program (in addition to English) as determined by ALTA test and within RISE'S acceptable range

### **HIPAA Regulations:**

As a required part of employment with RISE, the employee must preserve all rights and protections under the Health Information Portability and Accountability Act (HIPAA) of 1996 for the consumer population served by this agency; it is the obligation of the employee to ensure that private health

information is protected and that disclosures are permitted only with appropriate authorization. The employee is required to comply with all Federal and State regulations as part of the organization's HIPPA training which describes the policies and procedures for the agency.

**Accountability:**

The Custodian is accountable to the Facility Operations Manager

**Employment Status: Regular**, part-time, approximately 20 hours per week.

**FLSA Status:** Non-exempt.

**Physical Demands:**

May be requested to lift materials of up to 50 lbs. Specific vision abilities required include close vision reading. The position requires sitting, standing, stooping, bending, lifting, walking, climbing, speaking and driving. The employee is required to communicate effectively via verbal, audible and written means.

**Work Conditions/ Hours:**

Heated and air conditioned open office/office environment. Noise level is usually low to moderate. Regular local travel by vehicle required. The employee may be requested to drive self and others via vehicle. A regular schedule of approximately 20 hours per week is expected, with some scheduling flexibility. Working hours/Days will be: Tuesdays 8 hours, Wednesdays 8 hours, and 4 hours either Monday, Wednesday or Friday. May be required to work on weekends depending on the facility's needs and schedules.

**RISE is an Affirmative Action/Equal Opportunity employer.** RISE offers equal employment opportunities to all employees and applicants for *employment, upgrading, demotion or transfer, recruiting, layoff or termination, rates of pay or other forms of compensation, selection for training including apprenticeship insofar as it is within our control* without regard to race, color, religion, sex, sexual orientation, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, gender identity, physical appearance, political beliefs, student status, genetic information, marital status, age, disability, or any classification protected by federal, state, or local laws.

*The information written in this job description indicates the general nature and level of the work to be performed. This job description is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this position. While employed in this position, an employee may be required to perform other duties not listed in the description. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. RISE retains the discretion to add duties or change the duties of this position at any time.*

**I acknowledge that I have read, understood, and received a copy of the position description. I accept this position with RISE.**

Signatures:

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Employee signature and date

Printed Name

I have provided this position description to the employee and answered any related questions.

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Supervisor signature and date

Printed Name