



## JOB DESCRIPTION

### COORDINATOR OF MAINTENANCE AND GROUNDS

#### SUMMARY

The **COORDINATOR OF MAINTENANCE AND GROUNDS** shall provide custodial and minor maintenance for VIP Tots classrooms, offices, common areas, utilities, equipment, fixtures, and materials for the facility and grounds.

#### KEY RESPONSIBILITIES

1. Daily cleaning of classrooms, office, bathrooms, and common areas, including sweeping, mopping, vacuuming, dusting and emptying trash.
2. Perform routine inspections and regular up keep of interior and exterior areas to ensure areas are free of safety hazards, trash, weeds and other foreign materials.
3. Perform regular upkeep of outside areas, including lawns, landscaped beds, play grounds and parking lots, to include weeding, trash and litter removal required to keep areas clean, neat and safe.
4. Work with the Director of Education and the Executive Director to ensure that safety and health procedures are followed as per VIP Tots established policies.
5. Maintain inventory supplies of all VIP Tots owned equipment, including tools and cleaning supplies and notify the Office Manager when additional inventory needs to be purchased.
6. Assist with moving office and classroom furniture, fixtures and equipment to support increasing staffing changes, relocations, remodels, program expansion and custodial requirements as needed.
7. Perform minor maintenance tasks on an as needed basis (changing air filters, unclog toilets, light bulbs, etc.).
8. Attend meeting and trainings as required or recommended by supervisor.
9. Other duties as assigned.

## **EDUCATION**

High School diploma or GED preferred and one year custodial or related work experience.

## **REQUIREMENTS**

- Ability to communicate (verbal and written) effectively and appropriately with others.
- Ability to read and follow detailed written and verbal instructions.
- Ability to use mechanical equipment, such as carpet cleaner, floor scrubber, vacuum, tools etc.
- Ability to use various chemicals and cleaning agents.
- Ability to work independently with minimal supervision.
- Ability to manage multiple tasks.
- Ability to relate pleasantly to staff.
- Evidence of emotional maturity and stability.

## **PHYSICAL DEMANDS**

- Daily lifting up to 50 lbs., to load and transport bulk supplies, furniture, fixtures etc.
- Occasional lifting of over 70 lbs., with assistance.
- Daily standing for periods of several hours while executing various tasks.
- Regular crouching, bending, twisting, stooping, kneeling etc. to facilitate various repairs and maintenance activities. Includes occasional ladder climbing and crawling under equipment buildings etc.
- Regular reaching, including over-head to stock & retrieve supplies, equipment, painting, repairs etc.

## **WORKING CONDITIONS**

Work performed in a combination of indoor and outdoor environments. Exposure to electrically and mechanically operated equipment, cleaning agent odors, seasonal outdoor temperatures, possible exposure to dust, wind, sun and insects.

## **TIME COMMITMENT**

30 hours per week.

## **REPORTING RELATIONSHIP**

The Coordinator of Maintenance and Grounds will report to the Director of Education and/or the Executive Director.

## **COMPENSATION**

\$15 - \$17 per hour