



Job Title: Custodian
Reports to: Maintenance Superintendent
Department: Facilities
FLSA Classification: Non-exempt
Updated: March 17, 2017

Core Values

- Open
- Driven
- Educator's Spirit

Strategic Anchors

- Save Lives
- Inspire Learning
- Connect Hearts

Position Summary:

This position mainly assists with cleaning ARF's facility and maintenance as requested by the Maintenance Superintendent.

Principal Duties:

- Assist with and perform all levels of maintenance for ARF's adoption and education center and Thrift Store.
- Perform daily cleaning of entire building, including floors, restrooms, trash cans, recycle bins and other areas as needed.
- Assist with any outside maintenance and repair technicians within the budget allocated.
- Assist with building security and procedures/protocols relating to securing the facility.
- Establish and maintain working knowledge of all building systems, including electrical, HVAC and plumbing.
- Assist with maintaining and troubleshooting organization's equipment and machinery.
- Light building maintenance and repairs as needed, including re-lamping and paint touch-ups.
- Maintain inventory and assist with ordering of necessary maintenance supplies, including cleaning agents, equipment and replacement parts.
- Responsible for implementing short and long term maintenance plans as they are established.
- Assist with landscape maintenance and repairs.
- Perform duties in a manner that encourages attainment of goals, contributions and business for ARF.

- Always treat people and animals with respect, contribute to effective teamwork, promote staff cooperation, and foster public relations beneficial to Tony La Russa's Animal Rescue Foundation.
- Responsible for complying with all Federal, State and safety regulations and laws, as well as ARF guidelines. Follow established procedures governing safe work practices; and perform duties in a manner that assures the safety of oneself and others.
- Perform other duties as assigned.

Physical/Environmental Requirements:

- Work environment includes constant exposure to animals and animal allergens.
- Lift and move objects and animals weighing up to 50 pounds for short distances.
- Stand and walk for a significant portion of the shift.
- Kneel, bend, stoop, squat, reach above and below shoulder level, grasp and turn objects, stand, and/or walk frequently and repetitively throughout each shift.
- Push/pull moderately heavy objects up to 75 pounds.
- Dexterity to handle animals and small objects. Sit for long and short periods of time using a computer.
- Drive an automobile.

Educational Requirements:

- A high school diploma. Qualifying work experience will be considered as an alternative, on the basis that one year of experience may be substituted for one year of education.

Experience, Abilities And Qualities Required:

- Knowledge of hand tools and ability to perform routine maintenance tasks. Good attention to detail.
- Work with little or no supervision; strong organizational skills.
- Understand and follow directions.
- Communicate with the public, volunteers and co-workers in a pleasant, courteous and tactful manner at all times.
- Maturity, good judgment and professional personal appearance.
- Comfortable and skilled in working with a culturally diverse staff, volunteers and community.
- Affection for animals, concern for their welfare and a willingness to accommodate animals in the work place.
- Must have a valid California Driver's License and must not have more than two at-fault incidents in a three-year period and no major at-fault violations in the last ten years.
- Must be able to pass a background check.

Hours:

Part-time: 20 hours per week. However, the person in this position may need to periodically work more hours to cover vacations or illness of the Maintenance Superintendent. Daily reporting hours and days of the week may vary according to the needs of the Division. Weekend and evening work may be required.

Starting Rate: \$16 per hour, depending on experience.

To Apply: An employment application is available for download on ARF's Career homepage. To apply for this job, please send your cover letter, resume and employment application to serickson@arflife.org or fax to (925) 977-9079 or mail to "ARF Jobs, 2890 Mitchell Drive, Walnut Creek, CA 94598".