



## **DOORWAYS**

### **Job Description**

**JOB TITLE:** Building and Grounds Specialist  
**SCOPE:** Full-Time/Non-Exempt  
**SUPERVISION:** This position reports to the Maintenance Supervisor

#### **ORGANIZATION SPOTLIGHT:**

DOORWAYS, a nationally-known interfaith non-profit, empowers clients to overcome poverty, HIV, and homelessness by providing numerous supportive services that improve Housing, Health and Hope. As a bi-state agency with broad impact, we assist nearly 3,500 clients annually. On the heels of opening our innovative 3-acre \$40M Jefferson Ave. Campus, we are poised to expand our programming to improve service provision, while taking the organization to new heights.

#### **WHAT WE ARE LOOKING FOR:**

The ideal Building and Grounds Specialist will have experience with light maintenance, plumbing, electrical, painting, and make-readies. The candidate must be organized, flexible, have great attention to detail, and be highly capable of meeting expectations. The successful candidate will pass a background check, drug test, and TB test.

#### **WHAT YOU RECEIVE:**

The opportunity to work in a diverse environment with staff that exudes endless compassion. DOORWAYS is a fast-paced and jovial workplace that strives to eliminate obstacles for our clients. Benefits include highly competitive salary, health insurance, retirement savings and matching, mileage reimbursement, paid time off, and more!

#### **MAJOR DUTIES AND RESPONSIBILITIES**

##### **Safety and Sanitation:**

- Assure that assigned work areas are kept clean, safe, comfortable, and in an attractive manner.
- Assure that established infection control and universal precaution practices are maintained when performing housekeeping procedures.
- Report all hazardous conditions or equipment to the Administrator immediately.
- Dispose of refuse daily in accordance with established sanitation procedures
- Keep work/assignment areas free of hazardous objects, such as protruding mop/broom handles, unnecessary equipment, supplies, etc.



## DOORWAYS

### **Equipment and Supply Functions:**

- Follow established safety precautions when performing tasks and using equipment and supplies.
- Assure that equipment is cleaned and properly stored at the end of the shift.
- Assure that an adequate supply of housekeeping, laundry, and linen supplies are maintained in the utility/linen closets to meet the daily needs of the residents.

### **Building (Custodial and Maintenance):**

- Daily walk-through of each floor of the facility (including garden level) to determine housekeeping and/or maintenance needs, this includes all rooms (common areas, laundry, salon, bathrooms, gym, kitchenettes, Nursing Station and Carriage House, etc.)
- Assist Maintenance Supervisor with general maintenance duties (light plumbing, electrical, painting, make-readies, etc.)
- Perform custodial functions as assigned.
- Clean floors, to include vacuuming, sweeping, dusting, damp/wet mopping, disinfecting, etc. (NOTE: Assure that appropriate **caution/safety** signs are properly set up **prior** to performing such duties, then put away when floors are dry.)
- Remove dirt, dust, grease, film, etc., from surfaces using proper cleaning/disinfecting solutions.
- Clean hallways, stairways, and elevators.
- Cleaning out overhead light fixtures
- Discard waste/trash into proper containers and reline trash receptacle with plastic liner. Clean and disinfect trashcans on a weekly basis (minimal) or as needed.
- Be sure to change mop water, cleaning solution, cleaning rags with each room and when cloudy/dirty within the same room.
- Complete maintenance requests as assigned.
- Keep inventory records on cleaning and laundry chemicals/supplies, and other items as assigned.

### **Grounds (Plan, develop, organize, and implement the ongoing upkeep of the building)**

- Ensure front entrance, sidewalk, parking lot, carriage house and street entrance is clean and clear of debris (this includes snow/salting areas as needed)
- Light grooming of shrubs
- Recommendations for tree & bush trimming
- Coordination of spring/fall grounds cleanout (mulch, etc.)



## DOORWAYS

### **EDUCATION & EXPERIENCE**

- Must possess, as a minimum, a High School Diploma or equivalent GED.
- Experience with custodial work preferred.
- Experience with basic building maintenance skills preferred.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Must be able to read, write and speak the English Language in an understandable manner.
- Have the ability to deal tactfully with personnel, family members, visitors, government agencies/personnel and the general public.

### **PHYSICAL REQUIREMENTS**

The Building and Grounds Specialist will do a large part of his/her work standing and may have to spend extended periods of time outside and in less than ideal weather situations. He or she may exert up to 100 pounds of force occasionally and/or up to 75 pounds of force frequently to move objects. This employee must be detail orientated, organized and able to multi-task.

This job description in no way states or implies that these are the only duties the Building and Grounds Specialist will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

DOORWAYS provides equal employment and social service opportunity to all regardless of race, color, sex, national origin, ability, gender, gender identity, gender expression or sexual orientation.

### **TO APPLY:**

Interested applicants should send their resume, cover letter and/or completed application to [employment@doorwayshousing.org](mailto:employment@doorwayshousing.org).



## DOORWAYS

### *ACKNOWLEDGMENT*

I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position of **Building and Grounds Specialist** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that as a result of my employment, I may be exposed to the AIDS and Hepatitis B Viruses.

This job description is illustrative only and is not meant to encompass all possible duties that an employee may be called upon to perform or all conditions that an employee may encounter during the course and scope of the employee's employment.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself and such termination can be made without notice.

---

Signature-B&G Spec.

Date