



**JOB TITLE:** Building and Grounds Specialist  
**SCOPE:** Full-Time/Non-Exempt  
**SUPERVISION:** Reports to the Director of Maintenance

### **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 Director of Maintenance 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.

**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 to determine housekeeping and/or maintenance needs.
- Assist Director of Maintenance 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.
- Clean 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, and street entrance is clean and clear of trash and 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.)



## **QUALIFICATIONS**

### **EDUCATION, EXPERIENCE, AND ABILITIES**

- High School Diploma or GED
- Valid driver's license and ability to travel between worksites to perform essential functions
- Custodial work experience preferred
- Basic building and maintenance experience preferred

### **SPECIFIC REQUIREMENTS**

- Ability to communicate effectively in English, including reading, writing, and speaking, to perform essential job functions.
- Ability to interact tactfully and professionally with personnel, residents, family members, visitors, government agencies and representatives, and the general public.
- Ability to maintain accurate attention to detail, stay organized, and effectively manage multiple tasks in a time-sensitive work environment.
- The position requires the ability to work independently, exercise sound judgment, and effectively manage assigned tasks and time to meet established priorities and deadlines. The employee must be able to plan and organize work with limited supervision while maintaining productivity and quality standards.
- The successful candidate will pass a background check, drug test, and TB test.

### **PHYSICAL REQUIREMENTS**

- This position requires the ability to move throughout facilities; perform tasks that may involve walking, standing, bending, and positioning; and transport tools, supplies, or equipment weighing up to 75 pounds on a frequent basis, with or without reasonable accommodation.

### **WORKING CONDITIONS**

- The Building and Grounds Specialist position requires performing essential job functions that may include standing and walking for extended periods, as well as working both indoors and outdoors in varying weather conditions.

**All qualified applicants will receive consideration for employment without regard to race, creed, sex, sexual orientation, color, age, disability status or national origin.**



### ***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.

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.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

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