

JOB OPENING

Mid-Coast Family Services

OPENING DATE: FEBRUARY 17, 2017

CLOSING DATE: Position
May Close Without Prior Notice

POSITION AVAILABLE: JANITOR

REPORTS TO: PROGRAM DIRECTOR

JOB SUMMARY: This position assists in the cleanliness and light maintenance of the Women's Crisis Center.

JOB DUTIES AND RESPONSIBILITIES

- Sweep and mop floors in hallways, kitchen, dining room and laundry room
- Empty trash and take to dumpster
- Use cleaning solutions to remove stains and clean surfaces throughout building
- Dust furniture in common areas
- Vacuum carpets as needed
- Clean windows, glass partitions and mirrors
- Pick up trash on grounds
- Maintain cleanliness of vent hood and other large kitchen appliances
- Clean client rooms and restrooms when needed
- Clean surfaces in laundry room and remove trash
- Clean and service restrooms with mops and disinfectants
- Maintain cleanliness of pet area
- Identify and report possible repairs
- Work closely with staff and volunteers
- Limits knowledge of client information but also upholds agency's confidentiality policy
- All other duties as assigned

EDUCATION AND TRAINING

- High school diploma or equivalent preferred
- Some janitorial experience preferred

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to lift 40 pounds
- Ability to project a positive, enthusiastic and confident image

SALARY: DOQ - Depends on Qualification

Applications are available at Mid-Coast Family Services 120 S. Main, Suite 175 and can be downloaded from the MCFS website. For complete details regarding the duties of this position you may request a copy of the job description from Human Resources. This position is open to any person meeting the minimum qualifications as outlined in the current job description on file in Human Resources.

MCFS does not discriminate on the basis of disability in the admission to, or access to, or treatment or employment in, its programs or activities. MCFS invites applicants to disclose any need for accommodation in the application process.

MCFS is a drug free, tobacco free work-place. Offers of employment with MCFS will be tentatively based on successfully completing and passing required screening.

Please contact Human Resources for further information.
MCFS is an Equal Opportunity Employer.