

Alternatives For Girls
Job Description

Job Title: Janitor/Housekeeper
Reports To: Chief Operating Officer (or his designate)
FLSA Status: Non-Exempt Part time (20 hours week)

Department: Support Operations
Date: 7-8-2011

DESCRIPTION: Under the supervision of the Chief Operating Officer or designee the Janitor/Housekeeper is responsible for maintaining cleanliness of AFG's buildings and grounds, and supplies in bathrooms and kitchen. This individual will also assist with front desk responsibilities as well as other support operations, as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Activities:

1. Daily, clean bathrooms, replacing paper products as needed.
2. Daily, remove trash and garbage from refuse cans.
3. Oversee overall cleanliness of the facility and perform routine cleaning tasks as needed. Responsible for overall cleanliness of grounds, garages, and building.
4. Order and maintain janitorial supplies within the limits of the agency's operating budget.
5. Perform routine cleaning of areas throughout the facility, garage, grounds.
6. Perform routine carpet cleaning with carpet extractor and routine hard floor maintenance.
7. Assist receptionist team with reception responsibilities as needed. (This will include all receptionist responsibilities, such as answering the phone, taking messages, opening the reception area, sorting mail, screening visitors, etc.)
8. Review facilities practices and procedures to streamline processes and assess costs.
9. Assist in review list of vendors annually to assure quality services and control pricing.
10. Other duties as assigned.

Intra-Inter Agency Relations:

1. Participate actively as a member of the Support Ops team and assist in facilitating effective working relationships with staff in other agency components.
2. Help develop and nurture strong relationships with other agencies through visits, phone calls, and referrals in order to insure client access to needed services.
3. Represent AFG in a professional and positive manner at all times.

Supervision Given/Received:

1. Participate actively in individual supervision with the COO or his designate.
2. May directly supervise, or delegate supervision of volunteers designated to assist in Support Operations including initial and ongoing training, providing support and resource information as needed.

Other Duties as Assigned. (marginal responsibility)

EDUCATION and/or EXPERIENCE

1. High school diploma or GED certificate.
2. Additionally, minimum of two years facility and/or a similar experience.
3. Proven knowledge and ability to perform minor electrical repairs, plumbing repairs, tile work, is helpful.
4. Proven knowledge and ability to oversee major electrical, plumbing, other repairs is helpful.
5. Familiarity with the Detroit community and its resources
6. Experience working with culturally diverse populations.

General Qualifications:

1. Flexibility, reliability, stability, and consistency in job performance.
2. Excellent verbal and written communication skills

3. Ability to work as an effective team member within a community-based organization.
4. High level of maturity, and personal stability; capable of setting limits and of effective organized follow-through.
5. Ability to handle crisis situations, maintains confidentiality, and tolerate stress professionally.
6. Knowledge of computer word processing programs. Experience with database programs is helpful.
7. Willingness and ability to maintain a flexible schedule, carry a pager/cell phone, and be available 24/7.
8. Meet all Agency licensing requirement: TB test, DHS clearance, etc
9. Valid Michigan Driver's license, excellent driving record and access to personal vehicle.

PHYSICAL DEMANDS/WORK ENVIRONMENT

1. Capacity to drive passenger van.
2. Extensive local driving may be required at times.
3. Heavy and moderate lifting of program supplies, furniture and donations required on a frequent basis.

SALARY RANGE: \$10.08 – \$11.58 depending on experience.

Send Resume to: HR Manager
Alternatives For Girls
903 W. Grand Blvd.
Detroit, MI 48208 FAX #: 313-361-8941
sbelchunas@alternativesforgirls.org

*Women and minorities encouraged to apply.
Alternatives for Girls is an equal opportunity employer.
AFG enjoys a smoke-free environment.*