

## **Los Angeles Mission, Inc. Job Description**

**Job Title:** Custodial Coordinator  
**Department:** Facilities  
**Reports To:** Custodial Supervisor  
**FLSA Status:** Regular, Full Time, Non-Exempt  
**Grade Level:** 4  
**Prepared By:** Human Resources Department  
**Prepared Date:** March 2008; Revised July 2009

### **SUMMARY:**

Responsible for supervising, and overseeing the custodial workers and Genesis Dorm workers. Including, but not limited to, guest crowd control in the Lobby, Plaza, Holsinger and Claiborne Chapels, and Genesis Dorm, and the cleaning of all areas within the men's wing of the Los Angeles Mission.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Schedules and coordinates the schedules of all Fresh Start, and Jump Start men assigned to work in the custodial, Plaza watch, and Genesis Dorm areas.
- Maintains inventory control over all cleaning supplies and equipment, maintains a adequate quantities of supplies to insure timely completion of all custodial work assignments. This is to insure cost saving measures and training of work forces for the proper use of cleaning supplies and equipment.
- Assist in maintaining inventory control over all guest supplies, i.e. towels, toilet paper, soap, pajamas, and check-in bags to insure minimum loss due to pilferage. Reports any and all discrepancies immediately to the Custodial Supervisor and or Facilities Manager.
- Schedules and coordinates Genesis Dorm Workers to insure proper handling of our nightly guests. Schedules and coordinates the custodial crews to insure proper service of the Lobby, Plaza, Chapels, offices, meeting spaces, living areas, and all areas of the Mission regarding the clean-up and up-keep.
- Provides hands-on assistance and training to the Genesis Dorm Workers in order to insure proper training of all Fresh Start and Jump Start men working in the Genesis Dorm, and hands-on assistance and training to the custodial workers to insure proper training of all Fresh Start and Jump Start men assigned to custodial.
- Supervises the coordination of the morning Genesis Dorm Workers with the guest services activities in and around the Lobby, Chapels and offices.
- Coordinates day crews with the night Kitchen Clean-up Crew and the Night Custodial Supervisor. Makes sure that ample supplies are available for all work stations at all times.
- Reviews and completes performance appraisals for all Fresh Start and Jump Start men working in the Genesis Dorm areas, both morning and evening shifts.
- Performs grounds keeping activities as assigned in collaboration with and/or in the absence of the Groundskeeper.

- Implements directives given by the Custodial Supervisor, Facilities Manager, and Vice President Facility Management for the general well being of the Los Angeles Mission.

**SUPERVISORY RESPONSIBILITIES:**

May direct the work of Groundkeeper in the absence of Custodial Supervisor and oversees the training of Fresh Start men assigned to custodial and Genesis Dorm area, and Jump Start men assigned to custodial.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. High school education or equivalent. Four years of housekeeping/custodial experience. High moral and ethical character is required for interactions with Jump Start, Fresh Start, and Work Start men as well as guests.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education Degree (GED), or one to three months related experience and/or training, or equivalent combination of education and experience. Computer literate.

**LANGUAGE SKILLS:**

Ability to read and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Bilingual (English and Spanish) preferred.

**MATHEMATICAL SKILLS:**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to a disagreeable element such as noise, heat, dust, or cold. Employee is regularly exposed to some abuse from angry guests. Employee is regularly exposed to some risk of communicable disease from guest of facility, exposure to TB and other respiratory diseases. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval

\_\_\_\_\_  
Date