

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION: Custodian
DIVISION/OFFICE: Office of Business Management
BULLETIN No: 04032019
HOURLY RANGE: \$14.50-\$15.38 per hour
OPENING DATE: March 27, 2019
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

MAJOR DUTIES:

Responsible for cleaning and maintenance of assigned UPO facilities. Perform custodian and maintenance duties for UPO facilities, early learning centers and offices, including but not limited to floor care, dusting, cleaning and restocking restrooms, painting, snow removal, cutting grass and minor repairs, as required.

BRIEF DESCRIPTION

Inspect premises on a daily basis to determine order of daily tasks. Clean and sanitize restrooms/bathrooms using established practices and procedure. Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; replace light bulbs; refill restroom dispensers. Assist with the setup of facilities for meetings, classrooms, conferences, events, etc. Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets. Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc. Maintain building grounds, walkways and hallways free of clutter and trash. Wash walls and equipment; use ladders, when required, in work assignments. Follow instructions regarding the use of chemicals and supplies; use as directed. Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs of buildings using hand-operated tools or small power equipment. Move furniture, equipment, supplies, and tools on an incidental basis. Wash accessible interior and exterior windows. Clean blinds. Launder cleaning rags and dust mops. Handle recycling materials. Call in work orders. Assist with inventory control. Safely operate all vehicles and other job related equipment. Take classes as required in cleaning methods and techniques, new products, First Aid, and CPR, etc.

MINIMUM QUALIFICATIONS:

High school diploma or GED. Six months custodian or related experience and reliable transportation. Must have a valid driver’s license and reliable transportation. Must have excellent interpersonal skills, pay close attention to detail and have strong work ethic. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic, and cultural backgrounds.

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DESIRED QUALIFICATIONS:

Two years custodian experience. Comfortable with computers and proficient in standard corporate systems and software, including Microsoft Office. Must have a working knowledge of building systems and protocol.

OTHER REQUIREMENTS:

In the event that an offer is extended, the selected candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

This position IS in the collective bargaining unit of the CWA Union.

This is a Safety Sensitive position subject to random drug and alcohol testing

To be considered for this position:

Submit your cover letter and resume to upojobs@upo.org

or

**fax your cover letter and resume to
202/319-3237.**