



Pay: \$30,000 annually

Weekly Hours: Full-time

***Americana World Community Center's Mission is to provide holistic services to Louisville's refugee, immigrant, and underserved population to build strong and healthy families, create a safe and supportive community and help every individual realize their potential.***

### **Job Summary**

Performs custodial maintenance duties, including dusting, sweeping, mopping floors and surfaces, vacuuming carpets, cleaning and restocking restrooms.

### **Duties and Responsibilities**

- Performs general, routine custodial duties, to include dusting, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies.
- Performs routine maintenance to custodial equipment and supplies.
- Empties trash receptacles, disposes trash into dumpsters, and bags trash for proper disposal.
- Unlocks doors, ensuring doors are locked after cleaning areas.
- Reports needs and concerns to appropriate staff, which may include submitting or recommending work orders and checking supply levels.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Performs cleaning functions specific to the facility and/or based on seasonal/project requirements.
- May provide vendors with access to areas for cleaning and may answer basic questions. May report issues with vendors to the supervisor.
- May assist or perform snow removal activities and minor maintenance, such as replacing light bulbs, adjusting furniture, or other similar activities.
- Performs miscellaneous job-related duties as assigned.

### **Minimum Requirement**

- Position requires: use of power equipment to buff and restore floors and shampoo carpets; b) regular and routine dusting, mopping, vacuuming, emptying trash and cleaning restrooms; and c) routine maintenance to custodial equipment.
- Considerable physical activity. Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds. Physical work is a primary part (more than 70%) of the job.



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