

## Reports to Safe Haven Manager

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### Safe Haven Fill-In Custodian

#### **SUMMARY OF PRIMARY FUNCTION**

Safe Haven provides a day shelter and permanent housing program for homeless adults with a diagnosed mental illness. The Safe Haven Fill-in Custodian cleans the Safe Haven facility when the custodian is not available.

#### **ESSENTIAL RESPONSIBILITIES/DUTIES**

##### **1. Bathrooms:**

- Remove soiled towels from hamper and launder
- Wipe the following surfaces with disinfectant – sink, vanity, walls around toilet, toilet, shower, hamper
- Scrub toilet bowl
- Clean mirror
- Take out garbage and replace liner
- Replace any dead lightbulbs
- Replace paper towels and toilet
- Once weekly: Pour a bucket of hot water down central floor drain
- Sweep and mop

##### **2. T.V. Lounge:**

- Remove garbage, dirty dishes, old newspapers, etc.
- Wipe the following surfaces with warm water containing disinfectant solution – tables, chairs, window sills
- Dust shelves
- Wipe telephone and television screen with electronic cleaner
- Clean windows and blinds, as needed
- Sweep and mop floor

##### **3. Dining Room:**

- Remove garbage, old food, dirty dishes, old newspapers, etc.
- Put bus tub filled with dirty dishes in the kitchen sink and cover dishes with water
- Put clean bus tub out beside handwashing sink
- Wipe the following surfaces with warm water containing disinfectant solution – handwashing sink, counter tops, tables, chairs, window sills
- Clean windows and blinds, as needed
- Sweep and mop floor

##### **4. Entryway/Porches:**

- Clean windows
- Shake/ sweep rugs outside
- Sweep & mop floor
- Pick up litter, cigarette butts
- Empty ash cans and garbage can
- Sweep porch

**5. Hallways/Stairwells:**

- Clean windows and blinds
- Spot clean walls
- Sweep and mop floor and stairs

**6. Laundry Room:**

- Clean windows, blinds, and window sills
- Fold clean house towels and return to office staff
- Gather discarded clothing items and turn in to office staff
- Empty garbage and replace liner
- Empty lint traps in dryers
- Clean inside and outside of washing machines and dryers

**Professional Conduct:**

1. Responds quickly to requests for shift coverage
2. Maintains composure in stressful or adverse situations
3. Maintains professional behavior and boundaries at all times with residents, shelter guests, staff, and representatives of community agencies
4. Follows safety protocols, such as posting signs when floors are wet

**Teamwork & Collaboration:**

1. Works in collaboration with program and all other agency staff to facilitate a team environment.
2. Demonstrates and models effective communication skills in building relationships with all clients and employees.
3. Creates good working relationships with other service providers.
4. Participates in the development and implementation of Porchlight's strategic plan.

**Porchlight Values & Culture:**

1. Treats all clients, employees, and visitors with caring, kindness, respect, and dignity.
2. Helps to create an environment that values and appreciates diversity.
3. Adheres to all Porchlight policies, procedures, code of conduct, and attendance rules.
4. Maintains strict confidentiality of all information.
5. Adheres to Porchlight policies in the use of computer technology and tele-communications devices.
6. Conducts self within appropriate and expected professional boundaries and policies.

**REQUIRED QUALIFICATIONS**

1. Willingness to work early morning, evening and/or weekend hours
2. Ability to lift up to 30 pounds
3. Ability to bend, twist, reach, crouch, and grasp in order to complete janitorial tasks
4. Ability to be contacted by phone or other reliable means when fill-in work is needed

**PREFERRED QUALIFICATIONS**

1. Nakoosa campus resident
2. Prior experience with janitorial work