

Position Title: Janitor/Maintenance Person
Location(s): Holy Family Manor/Mt Nazareth Learning Center
FLSA: Non-Exempt
Department: Maintenance

General Summary:

This dual position is responsible for maintaining the physical integrity of Holy Family Manor and the Mt Nazareth Learning Center at all times by repairing or assisting maintenance staff in repairs, along with maintaining the highest standards of cleanliness, responsiveness and customer service in regards to general service issues.

Reports To:

Director of Maintenance

Collaborates With:

Administrator, Human Resources, Nursing Manager, Nurse Aides, Activities Coordinators and other CHFM partners.

Essential Duties/Responsibilities:

- Performs structural repairs to masonry, woodwork, concrete and furnishings of buildings, etc.
- Maintains and repairs buildings plumbing and electrical systems; including worn or defective parts such as valves, switches and breakers, etc.
- Replaces worn or damaged parts such as hoses, wiring and belts in machines and equipment as in HVAC systems, vacuums and carpet cleaners, lighting systems, exhaust systems, etc.
- Paints interior and exterior structures, etc.
- Manages streamlined process for handling resident service requests and responds to those requests within a reasonable timeframe, etc.
- Maintains current SDS sheets and have thorough knowledge of current PCH, Child Day Care, LOCAL, EPA, and OSHA regulations, etc.
- Adheres to all safety, infection control, building and life safety guidelines including state regulations for Personal Care and Memory Care Units and is prepared for state life safety surveys at all times, etc.
- Participates in on-call coverage to ensure 24/7 coverage with minimal response time.
- Cleans all common areas (included, but not limited to: hallways, parlors, public restrooms, reception area, meeting rooms, kitchenettes, auditorium, etc.) of HFM.
- Collect trash in all common areas and the reception area (including trash on all floors) and deposits in dumpster.
- Maintains a par stock of housekeeping supplies
- Assists with setup/breakdown for special events.
- Attends meetings as scheduled by Director of Maintenance
- Ability to work evenings and weekends when needed.
- Will provide support to other departments when needed.
- Performs other duties as assigned.

Education and Qualifications:

- High School Diploma or Equivalent required.
- Housekeeping experience preferred.
- Must be at least 21 years of age.
- Ability to speak, read and write English.
- Affection for the elderly population.
- Ability to relate positively, effectively and appropriately with staff, residents, families community members and volunteers.
- Must possess/maintain a valid PA driver's license.
- Must pass drug testing.
- Must pass a criminal background check and Act 33/34 Clearance.

Physical Demands:

- Required to sit, stand and walk regularly, lift and/or move up to 100 pounds intermittently.
- Ability to climb and work on a ladder as needed.
- Ability to operate machinery safely.
- Must be able to stand, walk, bend, stoop, squat, crouch, kneel, crawl, reach, balance, push and pull, etc.
- Exposure to outside weather conditions, including extreme cold and heat.
- Exposure to blood and body fluids.