 **ANNOUNCEMENT OF**

**POSTED INTERNALLY:**

**AUGUST 11, 2020**

**OPEN POSITION**

**POSITION:** CUSTODIAN CREW LEADER

**LOCATION:** All Sites - Floating

**RESPONSIBLE TO:** Facilities Director

**GRADE:** 6/Nonexempt

**QUALIFICATIONS:**

* High school diploma or GED.
* Ability to read and follow federal, state, and local guidelines to combat COVID-19.
* Ability to establish and implement cleaning protocols for facilities to combat COVID-19.
* Requires one (1) year of supervisory experience.
* Requires experience with the methods and materials commonly used in custodial work.
* Familiarity with personal computers, common office programs, and the internet.
* Ability to understand and follow oral and written instructions.
* Must be accessible using personal cellphone.
* Current and clean NYS driver license.

**RESPONSIBILITIES:**

1. Ensure all PEACE, Inc. facilities are cleaned, sanitized, and disinfected to mitigate exposure to COVID-19.
2. Keep up-to-date on federal, state, and local guidance concerning COVID-19, and assess PEACE, Inc. facilities for compliance with COVID-19 guidelines.
3. Produce cleaning protocols and procedures to combat COVID-19.
4. Create and post schedule for cleaning to combat COVID-19.
5. Supervise custodians and site staff with regard to COVID-19 cleaning protocols.
6. Maintain supply of cleaning products and tools to combat COVID-19. Respond to requests for additional cleaning and/or supplies.
7. Communicate daily with Facilities Director.
8. Complete daily work logs and other documentation as directed by Facilities Director.
9. Operate Clorox Total 360 Electrostatic Sprayers with proper procedures and chemicals.
10. Use all cleaning supplies as directed and supplied by Maintenance Department.
11. Drive Maintenance van to all PEACE, Inc. facilities, maintain vehicle mileage and usage log.
12. Coordinate facility access with Maintenance Manager.
13. Perform all other duties as assigned by Facilities Director.
14. Follow all PEACE, Inc. policies and procedures.
15. Adhere to relevant health and safety procedures.
16. Maintain confidentiality of all information.