

SUNRISE OF PASCO COUNTY
Job Description

POSITION TITLE: Maintenance/ Housekeeping Advocate (Part Time)

REPORTS TO: Director of Shelter Services

POSITION OVERVIEW: Provides housekeeping and light maintenance to the Sunrise of Pasco County, Inc. shelter facilities and grounds. **Shelter Only**

RELATIONSHIPS: Does not supervise other employees. May work with interns or volunteers. Interrelates with all staff members and volunteers. Does not provide direct services to program participants.

PRIMARY FUNCTIONS:

- Responsible for cleaning communal living spaces of the emergency shelter facilities (including clean hallways, restrooms, living room and kitchen). **20%**
- May be responsible for cleaning resident bedrooms when unoccupied. **5%**
Vacuum rugs, carpets, upholstered furniture on emergency shelter property where survivors are served. **5%**
- Empty wastebaskets and transport trash for disposal at emergency shelter property. **5%**
- Sweep and mop tile and wood floors. **5%**
- Dust furniture and equipment. **5%**
- Keep storage areas well organized, clean, and tidy. **5%**
- Wash fencing around emergency shelter property. **5%**
- Ensure that emergency shelter property grounds are clean, attractive and free of debris. **5%**
- Routinely change light bulbs inside and outside the emergency shelter facility to include emergency exit lighting. **5%**
- Makes minor carpentry, electrical, mechanical and plumbing repairs at emergency shelter facility (within skill set) or assist in obtaining skilled vendor. **5%**
- Periodically checks grounds to ensure that all windows are closed, and outside lighting is working properly to ensure the security and safety of the shelter residents. Will maintain a liability/shelter safety focus at all times. **10%**
- Be fully conversant with agency operation policies, procedures, and guidelines, and administer them as per policy. **5%**
- Maintain confidentiality of the agency program participants and shelter location.
- Assures that emergency shelter facility meets safety standards. **5%**
- Assures emergency shelter facility meets Department of Health and Fire Department safety standards. **5%**
- Researches and purchases supplies needed with supervisor approval. **5%**
- Other duties as assigned by supervisor or CEO.

SECONDARY FUNCTIONS:

- May use power tools while doing repairs.
- May inter-relate with staff of community partner agencies.

PROHIBITED FUNCTIONS:

- Does not provide direct-services to program participants.
- Does not respond to requests from media.

QUALIFICATIONS AND SKILLS:

- Must have mechanical skills and knowledge.
- Minimum of high school diploma or G.E.D. equivalent.
- Must have own tools.
- Must be able to work independently and as part of a team.
- Must pass screening by FDLE and the Pasco County Sheriff's Office.
- Must have a valid Florida Driver's License and automobile insurance.
- Must be able to work with a culturally diverse community with sensitivity and professionalism.
- Must be able to carry out detailed oral or written instructions.
- Must be able to lift, carry, and/or move items up to 35 pounds.
- Must be able to stand or walk for up to 8 hours.
- Must be able to sit, kneel, crouch, and reach arms over head.
- Must be able to communicate both verbally and in writing.
- Must be flexible with work schedule

I acknowledge that I have read, understood, and will comply with the above job description and that I have received a copy of same.

Employee Signature

Date

Chief Financial Officer

Date