

# Custodian

## Independent Living Resources, Inc.

### About us:

Independent Living Resources (ILR) is a consumer-controlled, community based nonprofit Independent Living Center. ILR works with individuals with disabilities of all types across the lifespan. At least 51% of ILR's staff and Board of Directors are required to be individuals who are living with a disability, providing a unique base of lived experience and expertise in providing support.

### About the role:

The role of the custodian is to be responsible for the overall routine cleanliness of the ILR La Crosse office and the Recovery Avenue Drop-In Center. This role does require using cleaning chemicals and utilizing cleaning equipment and other supplies while providing routine cleaning duties, including cleaning kitchens and restrooms.

### Essential Functions of the Job:

- Perform routine cleaning tasks on a scheduled basis
- Appropriate utilization of cleaning supplies, chemicals and equipment to keep the office and drop-in center clean and professional
- Ensure that spaces remain clean, sanitized and clutter free by completing agency's cleaning check list that includes but is not limited to: taking out trash and recycling, tidying furniture, vacuuming, dusting, mopping, sanitizing surfaces, cleaning restrooms and kitchen, cleaning mirrors and glass surfaces, other custodial duties, etc.
- Utilization of appropriate protective equipment
- Monitor janitorial supply inventory and communicate needed supplies to supervisor in a timely manner
- Report any identified damages or maintenance needs to supervisor
- Adhere to ILR's policies, procedures and safety guidelines
- Other duties as assigned

### Qualifications:

#### REQUIRED:

- High School Diploma, GED, or HSED required
- Basic knowledge of sanitation procedures, safe use of cleaning chemicals and products, and knowledge of the operation of cleaning equipment such as vacuums, mops, floor buffers, etc., required
- Ability to exercise discretion to respect people's privacy and the confidentiality of the work environment required
- Ability to communicate effectively required
- Ability to stand, walk, kneel and bend frequently and for long periods required

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- Ability to lift and move up to 50 pounds required
- Time management skills required
- Ability to work with minimal direct supervision required
- Valid driver's license and insurance or ability to arrange own transportation between office sites required

### PREFERRED

- 3 years of employment experience with cleaning or custodial work