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## JOB POSTING

**POSTING DATE:** 05/02/2023

**POSITION:** CUSTODIAL TECHNICIAN

**STATUS:** FULL TIME/NON-EXEMPT

**BASE PAY:** \$12.50/HR

**REQUIRED EXPERIENCE:** 6 MONTHS PRIOR EXPERIENCE

**REQUIRED EDUCATION:** HIGH SCHOOL DIPLOMA OR GED

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## JOB DESCRIPTION

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The Custodial Technician is responsible for upkeep and cleanliness of the San Antonio Humane Society (SAHS) facility to include both staff and public areas, and restrooms. This position is under the supervision of the Maintenance Coordinator.

### Principal Duties and Responsibilities:

- Use cleaning supplies provided to keep buildings looking clean and professional
- Detail office spaces, break room and restrooms
  - Clean mirrors and windows
  - Sanitize toilets and sinks
  - Dust surfaces
  - Sweep
  - Mop
  - Wipe down and sanitize frequently touched and used areas
  - Wipe down and clean refrigerators and microwaves
- Respond to urgent calls to clean up spills, debris and biohazard
- Empty and clean trash receptacles and collect recycling
- Wash dishes and bowls after pet feedings as needed
- Clean and service custodial equipment as needed
- Restock supplies as needed
- Periodically strip, wax, buff or pressure wash
- Occasionally assist with setting up and cleaning before and after events and meetings
- Must support and demonstrate the agency's core values – Customer Service, Adaptability, Respect, Responsibility and Integrity
- All other duties as assigned

### Additional Duties and Responsibilities

- Treats all animals humanely, with compassion and concern, both on and off the job and transmits these values to others.
- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel.

### Minimum Knowledge and Skills required by the Job:

- Valid Texas Driver's License and insurable driving record
- Must have reliable transportation
- Knowledge or ability to learn basic animal behaviors for safety

### Work Environment

- Potential for exposure to zoonotic diseases
- Exposure to high noise levels, chemicals used to sanitize facilities, vehicles or equipment, and other physical situations that involve all forms of animal life
- Potential for animal bites and scratches while around animals
- All weather outdoor work required if necessary
- Ability to adapt to a variety of unexpected situations

### Physical Requirements of the Job:

- Lift up to 50 pounds
- Walks, climbs, lifts, squats, crawls, kneels, pushes, pulls and reaches overhead on a routine and repetitive basis to perform duties
- Ability to understand verbal and written instructions
- Use ladder or step stool to clean hard to reach surfaces
- Possess good vision (may be corrected vision)
- Ability to work directly with animals, with no pre existing allergies to animals, hair or dander
- Expected to work some weekends, holidays, and off hours
- Drive a vehicle

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