



**Job Title:** Custodian/Job Coach

**Date:** May 2024

**Department:** ADP

**Location:** Pala Building

**Position Reports to:** Program Manager/DOF

**Position Supervised:** Person Served  
Employees

**Pay Range:** \$20 -\$21/hr. (DOE) Non-Exempt

- **JOB OVERVIEW:** This position is primarily responsible for general custodial and janitorial work and keeping the facility clean. In addition to custodial work, this position will provide instruction and guidance to persons with intellectual and developmental disabilities in the area of custodial/janitorial duties. Providing instruction and guidance to successfully perform all job responsibilities is key to the development of the person served.

**ESSENTIAL JOB FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Ability to stand and walk for long periods
- Knowledge of different cleaning products and tools
- Time-management and multitasking abilities
- Physical strength and stamina
- Organization skills
- Good verbal communication and interpersonal skills
- Ability to work with minimal supervision
- Cleaning wood, linoleum, tile and other floors
- Shampooing rugs and carpets
- Emptying trash cans
- Changing air filters and cleaning vents
- Dusting all surfaces
- Waxing floors
- Ordering new cleaning supplies as needed
- Washing windows
- Maintaining a thorough inventory
- Using equipment, commercial vacuums, floor buffers and carpet cleaners
- Collecting and taking out trash and recycling
- Maintain cleanliness in restrooms & stock all paper products in restrooms
- Maintain cleanliness in common areas around the building (breakrooms/kitchens)
- Attention to detail as to the cleanliness of offices

- Complete documentation including recording data for goals, daily log, and communication books to care providers and parents.
- Advancing persons served decision-making, productivity and participation in a range of skill building activities.
- Applies strategies and techniques to foster independence, self-reliance and social skills.
- Implement individual support plans for persons served
- Establishing a secure, positive environment that nurtures persons served needs, self-expression and goals.
- Provide information for the updating of persons served case notes
- Delivering individualized training and care for persons served in compliance with instructions and other specific guidelines.
- Maintaining knowledge persons served care and supervision requirements.
- Comply with VV policies and procedures.
- Maintaining documentation in compliance with company procedures (cleaning logs)
- Adheres to all Vocational Visions Policies, Code of Conduct and Procedures
- Assists in giving first aid and CPR as necessary
- Other duties as assigned

#### **QUALIFICATIONS:**

- 18 years of age or older
- High School Diploma or equivalent
- Valid California Driver's License
- Properly registered and insured vehicle
- Knowledge of safety processes and policies

#### **PREFERRED EXPERIENCE:**

- 1-2 years' experience with persons with intellectual/developmental disabilities
- Completion of certified first aid training and updated CPR, as well as CPI training

#### **WORKING KNOWLEDGE OF:**

- Characteristics and knowledge of adults with intellectual/developmental disabilities
- Desire to work with adults with intellectual/developmental disabilities
- Ability to assume responsibility and supervise persons served
- Ability to cooperate and work in a team environment
- Unique needs of each person served

#### **PHYSICAL DEMANDS/WORKING CONDITIONS:**

- Standing and sitting
- 90% of work schedule is spent on one's feet (**Essential**)
- Kneeling, squatting, bending, lifting and twisting
- Finger dexterity
- Reaching, pulling and pushing
- Lift, move, push and pull over 75 pounds

The employee in this position also bends, reaches and pushes and pulls file drawers with file records and reports. This position may at times require the use a computer terminal to access input and retrieve data. Finger dexterity may be required.

On rare occasions, employees may be subjected to unconventional behaviors exhibited by persons served, including but not limited to self-injurious behaviors, verbal aggression, and physical aggression. The employee in this position needs to understand that this is part of the job, and while staff works to prevent this from happening, there may be instances when it cannot be avoided. Employees in our licensed programs will receive training in Crisis Prevention Intervention as a tool to address and mitigate these potential situations.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_