

## Adventure Works of DeKalb County, Inc.



**Position:** Custodian/Maintenance Lead  
**Non-exempt, hourly position, part-time**

**Reports to:** Executive Director

**Description:** The Maintenance/custodial position cleans and maintains the property and buildings of Adventure Works. This position will take the lead on enhancing and amplifying indoor and outdoor therapeutic spaces at Adventure Works, thus ensuring that all areas are ready for use.

### Core Competencies:

1. High school diploma or equivalent and is at least 18 years of age
2. Ability to read, write and communicate in English to understand directions and report to supervisor.
3. Ability to lift 50 pounds repetitively.
4. Valid driver's license and ability to operate program vehicle
5. Experience in operations, cleaning, repairs, and security
6. Reliable transportation
7. Submit to and pass criminal history record information fingerprint check
8. Self-sufficient with a strong ability to work independently.

### Duties and Responsibilities:

1. Develops and maintains indoor and outdoor therapeutic spaces that are welcoming, clean, and safe for client purposes
2. Contributes to the development of a detailed "Checklist Binder" to organize work completion in an orderly and timely manner
3. Ensures that machinery and equipment are well maintained and ready for use
4. Assists in managing any contractors and volunteers to complete projects
5. Custodial duties including vacuuming, sweeping, bathrooms, kitchen, etc.
6. Collaborates with clinical staff to set up and take down equipment, as needed
7. Completes maintenance services including lawncare, snow removal, painting, waste removal, etc.
8. Maintains heating, ventilation, air conditioning, plumbing, electrical and buildings
9. Operates AW vehicle and maintenance equipment in a safe and responsible manner
10. Initiates daily inspection walks of buildings and grounds to identify concerns and provides feedback to the supervisor regarding next steps to resolve issues
11. Monitors security on grounds and directs unidentified individuals to register at the office or depart
12. Enjoys the outdoors