



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>San Antonio Custodian</b>
<b>DEPARTMENT:</b>	San Antonio Operations
<b>REPORTS TO:</b>	Director of IT and Kerrville Facilities
<b>REVISION DATE:</b>	
<b>CLASSIFICATION:</b>	Non-Exempt

**POSITION SUMMARY:** The San Antonio Custodian works to monitor and maintain the San Antonio (Sunset) facilities according to Foundation standards.

**PROGRAM MISSION:** San Antonio Operations exists to maintain and protect the San Antonio facilities, infrastructure, and associated Foundation assets while providing outstanding hospitality and service the H. E. Butt Foundation Staff. The core of our mission is focused on the Foundation's four Values: Stewardship, Hospitality, Unity, and Excellence.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the values of Hospitality, Stewardship, Unity, and Excellence.

### ESSENTIAL FUNCTIONS:

- **Daily Functions:**
  - Collect Trash and Recycle materials
  - Cleaning of common outdoor areas; pressure washing as needed
  - Landscaping maintenance (to include fountain cleaning, mowing, blowing)
  - Gate, Door, Window & Security check of the property
  - Monitor campus property including vehicles for vandalism, theft, system failures, unusual conditions, etc.
- **Weekly Functions:**
  - Delivery and retrieval of vehicles for cleaning
  - Window cleaning
- **Ongoing maintenance**
  - Landscape
  - Water features
  - Delivery and retrieval of vehicles for preventative maintenance
  - Change HVAC filters quarterly
  - Flush HVAC condensate drain lines semi-annually
  - Change light bulbs and clean light fixtures as needed
  - Keep rain gutters clear of debris
  - Routine maintenance of the building, appliances, and plumbing

- Respond when requested for maintenance needs, and/or emergency assistance
- Set up and break down of furniture before and after events
- Assist with improvement projects when assigned.
- Maintenance of tools, work areas, parts, and supplies
- Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly
- Performs other related duties as assigned by supervisor

**QUALIFICATIONS:**

- High School diploma preferred or equivalent work experience
- 1+ years of related experience a plus
- Valid drivers' License

**COMPETENCIES-Knowledge, Skills, Abilities:**

- Basic skills and experience in the use of hand and power tools
- Ability to identify maintenance problem areas
- Active listening
- Time management skills in completing tasks
- Ability to recognize visual standards for facilities and grounds
- Knowledge of Personal Protective Equipment (PPE)
- Work unsupervised and meet deadlines

**PHYSICAL REQUIREMENTS:**

- Ability to perform physical work for up to 8 hours at a time
- Employee must frequently lift and move items up to 50 pounds
- Ability to climb ladders
- Must be able to safely and operate a motor vehicle

**WORK ENVIRONMENT**

- Ability to work outside on uneven terrain and in varying weather and environmental conditions.
- Work may involve static posture

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE