**Job Description:**

**Shelter Maintenance/Janitorial Specialist**

**General Responsibilities**

The Shelter Maintenance/Janitorial Specialist is responsible for cleaning and maintaining the condition of the Dove Building at 302 S. Union St. in Decatur.

**Examples of Work**

Cleans offices and common areas such as hallways, lounges, kitchen, laundry room and dining room, including removing trash, cleaning floors, dusting, etc. Performs regular duties such as cleaning inside kitchen refrigerator and disposing of outdated foods, floor mopping, window washing, changing light bulbs, filters and picking up outside trash as needed. Additionally, putting away donations received and picking up daily evening meals. Cleans client rooms and washes/dries bed linens and towels after clients move out of shelter. Performs related duties as required.

**Qualifications**

The Shelter Maintenance/Janitorial Specialist should have experience in janitorial or cleaning work or the desire to learn. This person will be extremely reliable. This person should be able to stand and sit for extended periods of time, bend, twist, stoop, kneel, exhibit manual dexterity, to complete job responsibilities. This position requires the employee to have access to reliable transportation. Prior to employment all employees are subject to background and drug checks as required by program grants and the Dove, Inc. Personnel Policy. These checks may be updated periodically.

**Salary**

The salary range is from $24,000 to $26,000 annually with raises available each July 1 based on merit and availability of funds. This employment is contingent upon continued funding for this position. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance for (30 hours a week or more), life and disability insurance (25 hours a week or more), direct deposit, matching retirement fund and an Employee Assistance Program.

**Work conditions and Environment**

Dove will provide all needed tools and equipment. This is a full-time position, 40 hours a week, and it is subject to the Fair Labor Standards Act. The Shelter Maintenance Specialist reports to the Property Maintenance Specialist. A program office is located at 302 S. Union Street. Days worked may include weekends, evenings and/or holidays.

Dove, Inc is an Equal Opportunity Employer Revised 5/6/20