



TRECA
 107 North Main Street
 Marion, OH 43302
 Phone: 888-828-4798
 Fax: 740-389-6695

Custodian/ Driver

DEPARTMENT / GROUP:	Warehouse/ Operations	PAY BAND:	3
LOCATION:	Marion/ Regional locations	TRAVEL REQUIRED:	In-state travel: Regularly
DIRECT SUPERVISOR:	Warehouse Manager	POSITION TYPE:	Full Time; flexible schedule required Non-Exempt
JOB DESCRIPTION:			
<p>ROLE & RESPONSIBILITIES:</p> <p>The Custodian/ Driver will work with other Warehouse & Operations staff to ensure the satisfactory dissemination and use of TRECA computers, equipment and supplies. This position is responsible for driving TRECA's fleet of vehicles for deliveries as well as use in student engagement events. This position will ensure that all buildings are tidy, clean and well-maintained.</p> <p>PRIMARY RESPONSIBILITIES INCLUDE:</p> <ul style="list-style-type: none"> ● Perform general cleaning, light floor care and special event set ups. ● Collect and remove trash and recyclables. ● Clean restroom facilities and replenish supplies. ● Clean assigned areas including furniture, telephones, fixtures, walls, windows, window sills, blinds and vents. ● Sweep, mop, and vacuum all area floors, rest rooms and break areas. ● Perform minor repairs. ● Maintaining inventory of cleaning agents and equipment. ● Drive delivery vehicles to all regional sites. ● Load, unload, prepare, inspect, operate and assist with maintenance of delivery vehicle. ● Follow ODOT regulations and safety standards. ● Identify and record TRECA student and staff computer and equipment returns; manages TRECA student/staff equipment database. ● Interface daily with all required organizational communication systems. ● Work with supervisors to create flexible schedule and track hours accurately. ● Work with staff on maintaining inventory control system and updates, as needed. ● Prepare and refurbish student and staff equipment prior to deployment, as needed. ● Perform all other related duties as assigned. <p>QUALIFICATIONS & EDUCATION REQUIREMENTS:</p> <ul style="list-style-type: none"> ● Valid driver's license, with no major traffic violations and ability to be covered by TRECA 			

automobile insurance required

- Proficient knowledge of cleaning equipment and agents.
- proficient with handling basic maintenance repairs.
- Resilient to cleaning agents and chemicals
- Previous experience and training in shipping/receiving preferred
- Some knowledge of vehicle maintenance preferred
- Basic computer and database experience; knowledge of Shipping/Receiving and Inventory software applications preferred.
- Keen eye for detail
- Efficient and motivated
- Enjoys working with others; team player
- Ability to execute orders and meet deadlines with accuracy
- Ability to perform physical activities such as lifting, bending, standing, climbing, and walking, including the ability to pick up and carry up to 60 pounds at a time, periodically in the course of a day
- Is discreet and recognizes the importance of maintaining confidentiality when handling or conveying information obtained in work setting

LAST UPDATED: January 6, 2020