

CUSTODIAN/HOUSEKEEPER CONTRACT SERVICES

Paso Robles Housing Authority (PRHA) is seeking an independent qualified and experienced Custodian / Housekeeper contractor for routine housekeeping and unit clean up including painting services for three (3) separate apartment complexes. To include Oak Park 1, Oak Park 2, and Chet Dotter Senior apartments located between 28th St. and 34th St Park, plus bi-weekly services for 901 30th St. and Chet Dotter Community Rooms.

SCOPE of WORK: typically perform a variety of tasks, which may include any combination of the following:

PRHA Community Room: Bi- Weekly:

- Sweeps, scrubs, mops floors, vacuum using light and heavy vacuum cleaners, spot clean. Cleans ovens, stoves, refrigerators and heaters.
- Clean, dust and polish furniture as necessary, woodwork and shelves; empties and cleans waste receptacles; cleans walls, and other furnishings, pick up and stocks supplies as necessary.
- Keeps utility storage area and custodial equipment clean and in good order; makes reports on safety hazards or areas in need of repair. Pick up and stock supplies as necessary.
- Clean blinds, move furniture and equipment for cleaning and rearrangement.
- Note condition of unit and report necessary repairs to PRHA.
- Keeps restrooms in clean, orderly, and sanitary conditions. Sweep, scrubs, and mop floors. Clean, disinfect, and deodorizes lavatories, urinals, and toilet bowls. Cleans mirrors, sinks and dust ledges and woodwork. Replaces deodorizers, toilet tissue, hand towels, and soap. Note condition of restroom and report to PRHA broken windows, water leaks, clogged drains, and other conditions requiring maintenance.

Oak Park 1 & Oak Park 2, Chet Dotter vacated units: PRHA will notify Custodian / Housekeeper if a residential unit has been vacated and needs cleaning. Custodian/ Housekeeper will need start within 1-3 days of notification.

Unit Clean up duties include the following:

- Sweep, scrub, mop floors, vacuum using light and heavy vacuum cleaners, spot clean. Clean ovens, stoves, refrigerators and heaters.
- Clean, dust and polish furniture as necessary, clean woodwork and shelves, empty and clean waste receptacles, cleans walls, and other furnishings.
- Keep storage areas and balconies clean and in good order
- Reports on safety hazards or areas in need of repair.
- Clean blinds, move furniture as necessary.
- Painting as necessary.
- Note condition of unit and report necessary repairs to PRHA.
- Keeps restrooms in clean, orderly, and sanitary conditions. Sweep, scrubs, and mop floors. Clean, disinfect, and deodorizes lavatories, urinals, and toilet bowls. Cleans mirrors, sinks, dusts ledges and woodwork, replace toilet tissue, and thoroughly clean bathtubs/showers.
- Finalize

Chet Dotter Community Room: Monthly

- Sweep, scrub, mop floors, vacuum using light and heavy vacuum cleaners, spot clean. Cleans ovens, stoves, refrigerators.

- Clean, dust and polish furniture as necessary, woodwork and shelves; empties and cleans waste receptacles; cleans walls, and other furnishings, pick up and stocks supplies as necessary.
- Keeps utility storage area and custodial equipment clean and in good order; makes reports on safety hazards or areas in need of repair.
- Clean blinds, move furniture and equipment for cleaning and rearrangement.
- Note condition of unit and report necessary repairs to PRHA.
- Keeps restrooms in clean, orderly, and sanitary conditions. Sweep, scrubs, and mop floors. Clean, disinfect, and deodorizes lavatories, urinals, and toilet bowls. Cleans mirrors, sinks, and Dusts ledges and woodwork. Replaces deodorizers, toilet tissue, hand towels, and soap. Note condition of restroom and reports to supervisors broken windows, water leaks, clogged drains, and other conditions requiring maintenance.
- **Exterior:**
- Sweep and clean all walkways, hallways, stairwells and elevators

Must have cell phone to receive phone calls for accessibility

Operate a motor vehicle.

Adhere to safe work practices and procedures and use safety equipment.

Respond to emergencies, as called.

Maintain a professional and cordial attitude towards tenants and PRHA employees.

SPECIAL REQUIREMENTS:

Knowledge of – Basic principles and practices of routine custodial practices and modern cleaning methods. Basic supplies, equipment, tools and materials used in the custodial and cleaning function. Basic job safe practices used in the custodial function.

Ability to – Establish and maintain effective working relationships with those contacted in the course of work. Communicate tactfully and effectively with PRHA, public, and residents. Responding effectively to oral as well as written instructions. Communicate clearly and concisely in English and/or Spanish. Plan and complete assigned duties on a regular schedule. Use initiative in work situations. Maintain the mental capacity to make sound decisions, and the physical condition to perform the assigned duties and responsibilities.

Licenses and Certificates – Possess an appropriate California Driver License with a driving record acceptable to the Authority.

Physical Abilities and Work Environment – The employee must be able to stand and work for lengthy periods in both indoor and a variety of outdoor physical and weather environments. Possess the stamina to perform the above duties. Walk over uneven ground, climb stairs and ladders, stoop, bend, kneel, work in confined places. Exposure to chemical compounds that may be used in the course of cleaning work. Must possess the manual dexterity to use small hand tools. Be able to lift up to 35 lbs.

Other - Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work from the Immigration and Naturalization Service.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Six months experience in janitorial or light building maintenance.

Education – Graduation from an accredited high school or possess an equivalent certificate or diploma recognized by the State of California.