



pasadena humane society & spca

Custodian

FLSA Classification
Full-Time, Non-Exempt

REPORTS TO: Facilities Coordinator

DIVISION: Operations

DEPARTMENT: Animal Care

PROGRAM: Facilities

JOB DESCRIPTION

SUMMARY/OBJECTIVE

Pasadena Humane Society & SPCA (PHS) seeks an individual that will be responsible for cleaning buildings, removing debris and keep areas neat and tidy.

SUPERVISORY RESPONSIBILITIES: None.

JOB DUTIES AND RESPONSIBILITIES

- Primarily responsible for maintaining and enhancing the cleanliness of the areas surrounding the kennels, including, but not limited to, the walkways, breezeways, sidewalks, planters, socialization yards, wash rack, kitchen, and garage. Remove clutter from common areas and neatly maintain tools and cleaning supplies.
- Communicate regularly with maintenance staff to ensure the shelter is in proper working order. Alert maintenance staff if there are repairs in your area that are needed. Assist maintenance staff as directed by management.
- Restock supplies for efficient shelter operations. Receive shipments from suppliers, unload pallets and place stock in the appropriate storage. Wash and restock transfer cages and traps as needed.
- Provide tactful, friendly and courteous exchanges with the public.
- Keep all areas of the shelter neat and tidy, removing all trash and debris.
- Empty trash receptacles, both inside and out, and replace lining of trash cans.
- Maintain all floors within shelter. Sweep and mop tile floors, vacuum carpeted areas.
- Occasional steam cleaning of carpets. Buffing and sealing tile floors. Knowledge of equipment used preferred.
- Mix and use proper cleaning solutions to remove stains and clean surfaces.
- Keep all restrooms and kitchenettes clean, sanitized and stocked with paper supplies.
- Keep hand sanitizer and soap dispensers filled and maintained throughout shelter, both inside and out.
- Clean all windows, glass doors and mirrors.
- Dust all furniture, partitions and counters. Ensure walls and doorways are clean. Vacuum or dust wall vents.



pasadena humane society & spca

- Help move heavy equipment and furniture when necessary.
- Set up and breakdown rooms and facility for special events.
- Pick up donated items as requested.
- Participate in set up and tear down at offsite events.
- Ensure a positive, educational approach to customer service with a goal of educating the public and keeping animals in homes as appropriate. Promote positive relations with the general public, volunteers and staff while promoting the Society's programs, policies and philosophies. Address customer complaints.
- Uphold Pasadena Humane Society's mission and contribute to building a culture of philanthropy.
- Ensure a safe working environment and actively participate in PHS safety programs.
- Participate as needed in special department projects.
- Work as a team member with other departmental managers.
- Perform other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS

- Must interact positively with supervisor, management, coworkers, volunteers, and the public to promote a team effort and maintain a positive and professional approach.
- Must come to work regularly and on time, follow directions, take criticism, get along with coworkers and supervisors, treat coworkers, supervisory staff, members and guests with respect, courtesy, and refrain from abusive, insubordinate and/or violent behavior.

SKILLS AND QUALIFICATIONS

- High School graduate (or GED/proficiency certificate).
- Must be at least 18 years of age at the time of appointment.
- Custodian should have basic knowledge of general janitorial/housekeeping practices.
- Must be willing and able to learn how to use a forklift.
- Proficient in computer applications, including the shelter system, Microsoft suite and email.
- Strong sense of professional judgment and ability to maintain confidentiality.

WORK SCHEDULE

- Must come to work regularly and on time. Must be available for early hours. Must be able to work early hours according to the needs of the department schedule, including weekends and holidays.



pasadena humane society & spca

WORKING CONDITIONS

- Fast-paced environment. Employees are exposed to numerous animals (live and deceased), including those with uncertain dispositions. They are required to act in a safe and responsible manner.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The Pasadena Humane Society and SPCA is an Equal Opportunity Employer. It is our policy not to engage in discrimination against any individual, or harassment of any person seeking employment with our organization on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, genetic information or status as a covered veteran including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable State and Federal laws. Federal law requires proof of citizenship or "alien right-to-work" status. PHS maintains a drug-free workplace and performs pre-employment substance abuse testing.