



EXTERNAL POSTING

FACILITY SERVICES TECHNICIAN

Scottsdale Training & Rehabilitation Services (STARS) is seeking a **Facility Services Technician** to join the Facilities Team.

STARS is a non-profit organization in Scottsdale. Our mission is to improve the lives of individuals with developmental and cognitive disabilities by providing an array of programs serving a variety of needs. STARS strives to be the premier employment service in the Valley for people with disabilities through an individual-first approach with high-quality, personalized services to empower and equip each individual for independence and success in the workplace.

POSITION PURPOSE:

The employee will perform a variety of custodial cleaning tasks too. Duties include dusting, mopping, cleaning, and sanitizing restrooms, sweeping entry & walkways, cleaning windows, vacuuming, and shampooing carpets, restocking restrooms, and maintaining, an inventory of cleaning supplies.

DUTIES AND RESPONSIBILITIES:

- Provide general cleaning of the building, keeping it maintained and in good condition.
- Cleans restrooms and attendant care rooms on a daily basis.
- Clean dust and vacuum conference/meeting rooms on a weekly basis.
- Restock toilet paper, toilet seat covers, and soap supplies.
- Vacuum carpets, sweep, and mop floors.
- Performs routine maintenance to custodial equipment and supplies, (mops, mop buckets, dusters, brooms, rags, and making sure cleaning supplies have proper labels)
- Empties trash/recycling receptacles and bags of trash for proper disposal.
- May change light bulbs as directed.
- Ensure entryways are swept and free of debris.
- Ensures proper care in the use and maintenance of equipment and supplies, workplace safety, and environmental practices, and reports any safety concerns to the manager immediately.
- Alert the Facilities Coordinator and Manager of building maintenance issues as appropriate.
- Communicate custodial supply requirements to the supervisor as needed
- Remain current on STARS-required training and certifications.
- Ensure doors are locked after hours.
- Ensure a safe environment and the well-being of participants by adhering to OSHA Standards.
- Exhibit appropriate role model behavior by using appropriate language, dress, manners, and respect.
- Show respect and engage in appropriate interactions with co-workers, community partners, participants, and families/guardians
- Adhere to STARS confidentiality policy and state and federal laws.
- Work all hours as scheduled and report to work on time as scheduled.
- Display personal enthusiasm for participation in a non-profit organization serving individuals with disabilities
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to function independently or as part of a team; able to work with a minimum amount of supervision.
- Ability to manage time efficiently.
- Maintain a positive attitude and collaborative working relationships with staff.



QUALIFICATIONS AND REQUIREMENTS:

- Minimum Education/Certifications High School Diploma or GED; Or any equivalent combination of education and/or experience.
- Must meet DES requirements for fingerprint clearance.
- Must pass a criminal/background screening
- Must be able to lift 40 pounds

BACKGROUND/SCREENING

STARS conducts pre-employment screening for all positions, including a criminal background screening/fingerprint check. Employment is contingent upon the successful passing of the background check

STARS is an Equal Opportunity Employer committed to a diverse and inclusive workforce. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, or any other legally protected status. Website: www.starsaz.org

INSTRUCTIONS TO APPLY

Please submit a cover letter, resume, and three professional references to: jobs@starsaz.org Salary: DOE

PART-TIME: 20 Hours/Week; Monday through Friday