

Position Description:

Mental Health Resource Center is seeking a **Floor Technician/Housekeeper** for our Northside facility in the Jacksonville area. The position is located at a community mental health center that provides both inpatient and outpatient services. This position would be assigned to the inpatient hospital setting.

The Floor Technician/Housekeeper performs all functions necessary to maintain floors, complete general housekeeping, and light janitorial duties according to all applicable standards as directed by the Facilities Manager and Director of Facilities and Security.

Some of the responsibilities of the position include but are not limited to:

FLOOR TECHNICIAN:

- Responsible for facility wide cleanliness of floors utilizing various cleaning products.
- Maintains floors by sweeping, mopping, sealing and burnishing to ensure they are clean at all times. On a scheduled basis, floors will be stripped and resealed; schedule prepared by the Facilities Manager.
- Requests needed supplies from the Facilities Manager.

HOUSEKEEPING:

- Responsible for facility wide cleanliness utilizing various cleaning products.
- Maintains and ensures that aisles, hallways, walkways, and sidewalks are free of any obstructions or debris that may cause a safety hazard for clients, employees and visitors.
- Sweeps and vacuums all areas on a daily basis.
- Empties all trash receptacles and replaces liners at the end of each workday or as needed. Takes trash to designated area for removal. Cleans areas around trashcans to remove spills or stains as needed.
- Cleans all facilities daily including commodes, partitions, sinks, showers, water fountains, mirrors and plumbing fixtures. Restocks paper products as needed.
- Cleans surfaces such as cleared office furniture and countertops, wipes down furniture as needed or directed to keep free of dust and debris. Wipes down doors, walls, and baseboards as needed.
- Cleans entrance doors and windows on a monthly basis or as needed.

Position Requirements

In order to be considered candidates must have a High School Diploma or equivalent preferred.

One-year experience in commercial/industrial floor care required. 6 months general housekeeping experience preferred.

Must be able to operate floor burnisher and buffer.

Requires interaction with individuals who may have a mental illness.

Must clean all areas in accordance with all internal and external procedures, including licensure and accreditation standards.

Position Details:

Full Time Days

These full time positions offer a comprehensive benefits package.