**Title:** Grounds Custodian

**Reports To:** Office Manager

**FLSA:** Hourly/Non-exempt

**Job Description**: Ability to provide grounds trash pickup services at the Columbine Condominiums (281 Sawyer Drive, Durango) and assure the grounds at the campus and stairwells are free of litter on a weekly basis. Must be able to schedule two days per week for pickup during normal business hours. Maintain confidentiality and follow all applicable regulations, including HIPAA and OSHA requirements.

**Responsibilities:**

* Pick up all litter (including small items such as cigarette butts) around the campus of the Columbine Condos and secure it in the trash bin
* Sweep and pick up litter on and around the stairs and stairwells at the Columbine Condos and secure litter in the trash bin

**Knowledge and Abilities:**

* Use of safe procedures while picking up and securing trash, i.e., use of gloves
* Follow oral instructions
* Maintain confidentiality in all aspects of client, staff and agency information
* Complete training in HIPAA Privacy and Security requirements and basic safety rules

**Qualifications:**

* Reliable transportation
* Successful completion of CBI (Background Check)

**Physical Demands of the Job:**

While performing the duties of this job, the employee is regularly required to walk independently around campus and up and down stairs; demonstrate appropriate finger dexterity; handle objects, tools or controls; reach out and upward with arms; push and pull equipment such as a broom; must be able to squat and return to standing. The employee must have adequate visual acuity with or without correction. Must be able to lift weights up to 25 lbs repetitively.