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JOB DESCRIPTION

JOB TITLE: Rest Area Assistant Coordinator - PT

FLSA STATUS: Non-Exempt - PT

DATE: 3/2/2021

REPORTS TO: Operations Director

POSITION SUMMARY:

Assist with the Coordination of Daily Operations of the I-43 Rest Area and Millhome wayside, along with janitorial/maintenance services, training and leadership of participants and staff.

ESSENTIAL JOB FUNCTIONS:

- Lead participants and staff to meet performance expectations.
- Collaborate with participant's Case Manager and other support staff.
- Maintain good verbal and written communication with all staff and workers.
- Complete all reports in a timely basis and as directed.
- Monitor all quality cleaning standards as established by the Rest Area/Wayside Maintenance Contract.
- Ensure that the cleanliness quality standards are met throughout the day. Provide a final inspection at the end of shift
- Follow and enforce all safety rules.
- Provide continuing leadership and evaluate performance of workers.
- Complete a regular check of equipment and request repairs or replacement when indicated.
- Operate equipment (snow blowers, mowers, compressors, pressure machines, chain saws, tractors etc.).
- Train and lead workers in the proper use of equipment and cleaning supplies.
- Maintain the facilities by doing repairs and maintenance, along with tasks that participants are unable to perform.
- Responsible for training and assisting participants in the proper upkeep of rest areas, including but not limited to lawns, sidewalks, flowerbeds, snow removal, etc., with the understanding that they must be able to lift up to 50#'s with assistance.
- Work with Department of Transportation personnel and Ascend Services Director of Operations.
- Respond to emergency situations promptly and if necessary call 911 and administer First Aid or CPR/AED.
- Report any and all accidents/injuries along with filling out reports within 24 hours.
- Promote and maintain confidentiality of participants.
- Attend informational seminars and training sessions as required.
- Perform any other duties assigned by management.

JOB REQUIREMENTS:

- Must be patient and understanding.
- Must have good written and verbal communication skills.
- Should be able to lead others.
- Must pass a criminal background check
- Knowledge of OSHA Standards and how they apply to building maintenance.

EDUCATION: High school graduate or its equivalent.

EXPERIENCE:

- Two to four years' experience in janitorial and/or building maintenance field preferred.
- Supervisory or leadership experience a plus.
- Experience working with people who are developmentally disabled is a plus.

SKILLS:

Strong leadership and organizational skills. Must have mechanical/hands on skills. Must possess effective verbal and written communication skills. Must demonstrate effective problem solving skills. Must understand that serving others is an important component of this position. Must be creative, community-minded and energized by a highly diverse and collaborative environment. Knowledge of and experience in computer operations. Must have a valid driver's license in good standing.

Must be able to meet Ascend Services Insurance Carriers Vehicle Insurability Standards. Must be able to stand for lengthy periods of time. Must be able to lift up to 50 lbs. with assistance. Must be able to bend/squat/twist/kneel frequently. Must be able to physically transfer participant from a wheelchair in a safe manner.

SUPERVISORY RESPONSIBILITIES: Help supervise participants.

WORKING CONDITIONS:

Work indoor and outdoor all year round. Work under seasonal conditions of cold, wet, heat and humidity. Will work with herbicides and pesticides in addition to other chemicals.

Required to work holidays that occur during regular work shift.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT

Employee Print Name

Employee Signature

Date

Supervisor's/HR/Exec. Director Signature

Date