



CRAWFORD COUNTY
MENTAL HEALTH CENTER

CCBHC

Certified Community Behavioral Health Clinic

911 E. Centennial
Pittsburg, KS 66762

620-231-5130
www.crawfordmentalhealth.org

Crawford County Mental Health Center is taking applications for a **full-time Janitor/Maintenance position**. The primary duty of this position is to ensure the cleanliness and maintenance of the Crawford County Mental Health Center's (CCMHC) facilities.

Qualifications:

- High School Diploma or equivalent is required
- Previous janitorial experience preferred
- Excellent communication skills, both written and oral
- Knowledge of general cleaning procedures, repair, maintenance and safety practices
- Knowledge of general vehicle maintenance
- Be able to operate cleaning equipment and use cleaning chemicals safely
- Ability to follow all safety practices and use required safety equipment
- Perform general cleaning tasks, including dusting, vacuuming, sanitizing Plumbing, painting, and minor electrical duties
- Moving items as needed
- Be prepared to assist with special projects as needed
- Strong organizational and time management skills
- Attention to detail and accuracy
- Maintain confidential information
- Valid driver's license

Essential Job functions:

- General cleaning of buildings
- Maintenance of buildings and vehicles
- Clean and sanitize restrooms, including replenishing supplies
- Sweep, mop, and vacuum floors in various areas of the facility
- Empty trash bins and ensure proper disposal of waste
- Dust and polish furniture and fixtures
- Clean windows, mirrors, and glass surfaces
- Maintain cleanliness in common areas, including break rooms and hallways
- Report on any maintenance or safety concerns to the Supervisor
- Ensure all cleaning supplies and equipment are properly stored
- Follow all health and safety guidelines related to cleaning
- Inspect and identify equipment or machines in need of repair
- Troubleshoots issues to determine necessary repairs
- Mowing by using a power mower or riding mower
- Perform other related duties as assigned by the Supervisor

- Ability to operate cleaning equipment and handle cleaning chemicals safely
- Knowledge of basic ground maintenance skills
- HVAC knowledge preferred but not required
- Ability to operate power equipment and hand tools
- Other special projects as assigned

Salary and benefits package start at \$16.83. Benefits package includes participation in KPERS Retirement System, paid sick and vacation, as well as health, dental, and life insurance.

Apply online at <https://www.crawfordmentalhealth.org/careers/>

Or Send resume and references to:

Human Resources
911 E. Centennial
Pittsburg, KS 66762
620-235-7148 Fax
careers@cmhccc.org

Please indicate Janitor/Maintenance on your application or resume.

Equal Opportunity Employer