



POSITION DESCRIPTION

Janitor	
Department: La Posada Interim Housing	Status: Regular Full-time, Non-Exempt
Reports to: Resident Worker/Maintenance Supervisor	Last Reviewed: December 2022
Titles reporting to this role: N/A	Next Review Date: March 31, 2023

Position Summary:

Under direct supervision of the Resident Worker/Maintenance Supervisor or Program Director, this position is responsible for performing custodial and janitorial duties involving the general cleanliness of the facility and the carrying out of direct services as required to keep residential buildings and office areas clean and free of hazardous conditions.

Essential Duties and Responsibilities

Include the following, other duties as assigned:

General Duties

Responsible for maintaining a clean and healthy facility by completing various tasks, such as mopping and vacuuming stairs and office spaces, disposing of garbage, emptying ashtrays, polishing metalwork, etc. Additionally, perform outdoor duties, such as mowing lawn and gardening.

Minor Maintenance Duties

Responsible for performing minor maintenance tasks, such as painting, plumbing, replacing light bulbs, etc.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills testing. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to perform the essential functions.

Education/Experience:

High School or GED or the equivalent combination of experience and education. Must be able to read and write at a 6th grade level.

Language Skills:

Bilingual in Spanish preferred.

Computer Literacy & Knowledge Skills Abilities:

Must have knowledge of methods used in general housekeeping as well as knowledge of tools, equipment and supplies used in janitorial work. Must have the ability to follow written and oral instructions and to carry out physical work.

Mathematical Skills:

Basic Math: add and subtract.

Operating Environment and Working Relationships:

Works collaboratively and routinely with all areas of the Agency and staff; must have the ability to express him or herself clearly and effectively. The employee will be required to inspect equipment, structures, or materials to identify the cause of errors or other problems or defects.

Decision Making Authority:

Exercises discretion, independent judgment in executing tasks; must be tactful, mature and flexible and must possess good reasoning abilities, sound judgment.

People Management:

Administrative Assistant directly supervises Caseworker Aide/Receptionist; must interact positively and professionally in all situations.

Remote Work/Technology (WIFI)/Mobile Phone Usage:

Not eligible for remote work. A personal mobile phone is not required and therefore not eligible for mobile phone reimbursement.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry 25lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature/ Firma de Empleado: _____

Date/ Fecha: _____

