

POSITION DESCRIPTION



Title: Janitor

Department:
Facilities

Exemption Status:
Non-Exempt

Reports To:
Assistant Facilities Manager

Last Revised:
December 2015

Titles Reporting to Job:
None

Last Reviewed:

Position Summary:

This position is responsible for performing custodial and janitorial duties involving the general cleanliness of the facility and the carrying out of related work as required.

Essential Duties and Responsibilities:

Agency:

1. Nurtures positive and collaborative working relationships with other Agency staff as well as outside providers.
2. Implements the Agency mission, philosophy, core values to direct daily work and decision-making adheres to agency policy.
3. Cultivates a professional and respectful work environment.
4. To be actively involved and knowledgeable of the Agency's Performance Quality Improvement process.
5. Approves time sheets and ensures compliance with Agency and funder guidelines. Accountable for daily activities within the allowable activities approved by the Agency.

Essential Duties:

Include the following, other duties as assigned:

1. Keeps building in a clean and orderly condition.
2. Sweeps, mops, scrubs, waxes and polishes floors.
3. Washes walls, ceiling and woodwork.
4. Washes windows, door panels and sills.
5. Vacuums hallways, stairs and office space.
6. Cleans walks, tile, rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways and locker room as well as other work areas.
7. Cleans rugs, carpets, upholstered furniture and draperies.
8. Cleans washbowls, sinks, toilets and urinals.
9. Washes, dusts and polishes woodwork, furniture and equipment.
10. Polishes metalwork.
11. Notifies management concerning any needs for major repairs or additions to lighting, heating and ventilating equipment.
12. Mows lawn, trims shrubbery and cultivates flowers using handtools and power tools.
13. Shovels snow.
14. Disposes of garbage trash and refuse.
15. Empties wastebaskets, empties and cleans ashtrays.
16. Replaces light bulbs.

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17. Delivers packages to designated areas within the agency.
18. Transports small equipment or tools between departments.
19. Sets up tables and chairs in auditorium or hall as needed.
20. Dust and clean the vents as needed.
21. Performs other related duties deemed necessary and appropriate by the facilities manager.

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/Bicultural in English and Spanish.

Computer Literacy & KSAs:

Familiarity with computers optional. Must possess strong people skills, the ability to express him or herself clearly and effectively, superior interpersonal abilities, the ability to get along with diverse persons of different personalities. In addition, the employee must be tactful, mature and flexible and must possess good reasoning abilities, sound judgment, knowledge of methods used in general housecleaning 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:

N/A

Operating Environment and Working Relationships:

Works collaboratively and routinely with all areas of the Agency and staff. From time to time may be required to work on weekends and/or holidays. Must possess strong people skills, the ability to express him or herself clearly and effectively, superior interpersonal abilities, the ability to get along with diverse persons of different personalities. In addition, the employee must be tactful, mature and flexible and must possess good reasoning abilities, sound judgment, knowledge of methods used in general housecleaning 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.

Decision Making Authority:

Exercises discretion, independent judgment in executing tasks.

People Management:

N/A

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

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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. The employee must be able to lift heavy objects, climb stairs and lift a total weight of 70 lbs.

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 position 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: _____