

POSITION DESCRIPTION
PART TIME JANITORIAL TECHNICIAN I

POSITION OVERVIEW

Will perform janitorial duties as a member of a team responsible for meeting the cleaning specifications of each building contract.

ESSENTIAL JOB DUTIES:

Janitorial Duties: Janitorial duties will include, but not be limited to, cleaning restrooms, mopping floors, vacuuming, dusting, cleaning glass, restocking paper products, buffing, tracking inventory and paper product usage.

Contract Compliance - Review contract specifications with Supervisor, and be responsible for meeting the exact specifications of each janitorial contract as directed by the Supervisor.

Quality Control - Responsible for consistently monitoring the quality of own work being performed. Assist supervisor in assuring rework required is completed as designated in Quality Control reports. One hundred percent quality control required on each contract.

Equipment - May assist supervisor in performing general maintenance of equipment. Assure that equipment is handled properly to insure longevity.

Flexibility - Must be willing and able to adapt to schedule changes.

Attendance - Except for planned and approved absences, consistent and regular attendance at work is required.

Agency Expectations - Interactions with co-workers and supervisor must be positive, respectful, and considerate. All staff are expected to positively represent TESH with their behavior and work skills.

Ethical Conduct - Behavior at all times must include honesty, sincerity (non-deception), candor, integrity and reliability (promise-keeping).

Physical Requirements - Must be able to lift at least 75 pounds on a regular basis. Must be able to stand and do physical work for minimum of four hours. Must also be able to bend, stoop, and twist on a daily basis.

OTHER DUTIES AS ASSIGNED - Expected to responsibly monitor time, including the taking on of other duties when requested to do so. Perform other duties as assigned by supervisor.

QUALIFICATIONS: High school graduation or its equivalent preferred. Previous paid experience as a janitor required. Experience working with people with disabilities desirable. Must be able to pass background check and drug/alcohol screen. Must have reliable transportation and a valid driver license.

SUPERVISORY RELATIONSHIPS: Directly responsible to Janitorial Supervisor. May be required to take work direction from Janitorial Technician II.

WORK SCHEDULE: Typical hours are between Monday and Friday, 4:00 PM to Midnight, or as defined by contract requirements. Some weekend work may be required. This is a part time position.

WAGE: Starting wage is \$7.75. This position is entitled to overtime compensation when over 40 hours are worked within a work week.

RISK OF EXPOSURE TO BLOOD BORNE PATHOGENS CLASSIFICATION:

II

(Please refer to Job Description Addendum C)