



6. Comprehend and adhere to ethical standards, program philosophy guidelines, and confidentiality laws.
7. Maintain an above average working knowledge of fire, safety, and health standards to assure safe work environment for residents and all personnel.

C. Responsible for self-development.

1. Continually learn and enhance technical and interpersonal skills.
2. Attend staff meetings/assigned training and complete required certifications, i.e. CPR, First Aid, etc.

**EQUIVALENT EDUCATION AND EXPERIENCE:**

This position requires demonstrated ability to perform all janitorial skills. It also requires the ability to communicate and comprehend oral and written instructions and to provide services to clients without ethnic or social prejudices. It requires general knowledge of issues and challenges unique to seniors, lower economic-status individuals, minorities, and persons with disabilities or addictions. Must have organizational skills, the flexibility to work irregular hours and have the willingness to function as a team member. Requires at least one year of experience in janitorial. Requires CPR and First Aid training within ninety (90) days of employment, re-certification as necessary annually. A valid California driver's license, clean driving record and proof of vehicle insurance is required.

**SPECIFIC SKILLS REQUIRED:**

Knowledge of chemicals and solvents  
 Time management  
 Attention to detail  
 Ability to work independently  
 Supply management  
 Ability to follow documented instruction and guidelines  
 Understand inspections scheduling

**PHYSICAL REQUIREMENTS:**

Lift and move up to 50 pounds  
 Physical stamina, physical dexterity, and agility  
 Physically able to safely maneuver weight distribution of janitorial supplies  
 Must be capable of climbing all types of ladders  
 Must be able to frequently climb stairs  
 Stand, walk, bend, stoop, kneel, and sit frequently

**NATURE OF SUPERVISION RECEIVED:**

Daily activities are many times performed independently with accessible guidance and direction from the Facility Manager or Lead Janitor. Must be able to function both independently and in a team environment working towards attainment of operational goals and contract compliance.

**SUPERVISION EXERCISED:**

This position does not supervise, however, may be delegated training and lead responsibilities as the program needs may require.

**RESPONSIBILITIES FOR BUSINESS CONTACTS:**

This position may require contact with county/state/city and business entities, residents, and all levels of staff. The Janitor is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all residents. Tact, discretion, and resourcefulness are required at all times.

**FINANCIAL RESPONSIBILITY:**

Substantial financial loss can occur if repairs and maintenance are not made in a timely manner.

**NUMBER OF EMPLOYEES:**

No employees report to this position.

**This Janitor job description does not constitute a written or implied contract and may be changed as business needs arise.**

Indicate anything that would keep you from meeting the job duties as outlined above.

---

---

---

Employee Signature \_\_\_\_\_ Date Signed \_\_\_\_\_