

POSITION DESCRIPTION

Position: Janitor
Program: Residence Status: Non-exempt
Reports to: Program Director Date Revised: 12/2017

POSITION SUMMARY:

The Janitor is responsible for assuring quality service in a safe, non-judgmental manner to all program participants compassionately and professionally as it relates to the specific program objectives. Objectives include supportive interaction with program participants and team members, assessment of participant's needs, supporting the safety and the integrity of all residents, and performance of all work duties as required. Work is performed in a cost effective and service oriented manner as it relates to established organizational standards.

This is currently a temporary position; however, that could change based on the program needs.

OBJECTIVES/ACTIVITIES:

A. Responsible for performing daily work requirements to achieve established objectives of the department.

1. Perform janitorial duties in the client dormitories, bathrooms showers and as needed in the facility common areas.
2. Collect and inventory property of clients who have left the facility.
3. Collect client linens daily for clients who have left the facility.
4. Collect client linens weekly according to referral date and turn in for laundering.
5. Replenish paper products as needed.
6. Maintain the general interior upkeep of program sites to meet all county codes and to insure all equipment is in safe working order.
7. Remove garbage, dust, and vacuum.
8. May perform other duties as assigned.

B. Responsible for all areas of daily program maintenance in compliance with company policies.

1. Document and report all client concerns and/or infractions that can impact the program security.
2. Complete all shift logs, observation logs, and incident reports.
3. Monitor inventory of program equipment and supplies and take appropriate action to replace or restock as needed.
4. Secure approval for exceptions to standard policy.
5. Notify management of potential workflow problems and resource needs necessary to attain performance standards.
6. Adhere to staffing schedules in order to provide adequate/safe staffing coverage and to accomplish program objectives.
7. Communicate with on site program staff, Assistant Director, Program Director, service providers and external county/state/city program representatives as required.
8. Direct available resources as required.
9. Comprehend and adhere to ethical standards, program philosophy guidelines, and confidentiality laws.
10. Maintain an above average working knowledge of fire, safety, and health standards to assure safe work environment for clients and all personnel.

C. Responsible for self-development

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

EQUIVALENT EDUCATION AND EXPERIENCE:

This position requires demonstrated 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 homelessness, substance abuse, young adults, minorities, and persons with disabilities. Must be able to utilize a range of interventions to work with clients with varying needs and levels of functioning. Must have the flexibility to work irregular hours and have the willingness to function as a team member. Requires CPR and First Aid training within ninety (90) days of employment, re-certification as necessary and T.B. testing annually. A valid California driver's license, proof of insurance and a clean driving record are required to operate any VOA vehicle.

SPECIFIC SKILLS REQUIRED:

Teamwork skills

Oral and written communication skills

Ability to de-escalate crisis situations and assist residents and staff in emergency situations

Organizational skills

Analytical and decision making ability

Cultural Competency *

*Cultural competence is defined as a set of values, behaviors, attitudes, and practices within a system, organization, program or among individuals, which enables them to work effectively, cross culturally. Further, it refers to the ability to honor and respect the beliefs, language, interpersonal styles and behaviors of individuals and families receiving services, as well as staff who are providing such services. VOA strives to achieve cultural competence is a dynamic, ongoing, developmental process that requires a long-term commitment. Our focus on cultural competency includes but is not limited to race, ethnicity, sex, gender, sexual orientation, LBGQTQ, class, age, ability, religion, and language. Bilingual and translation services are available to client when deemed necessary. All staff are trained annually on cultural competency.

PHYSICAL REQUIREMENTS:

Lift and move up to 25 pounds

Physically able to safely maneuver weight distribution of a client in an emergency situation

Stand, walk, bend, stoop, and sit frequently

Kneel occasionally

NATURE OF SUPERVISION RECEIVED:

Daily activities are many times performed independently with accessible guidance and direction from the Program Director or designated lead. 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 requires daily contact with county/state/city and business entities, clients, and all levels of support staff. The Food Service Worker is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion, and resourcefulness are required at all times.

FINANCIAL RESPONSIBILITY:

Substantial financial loss through loss of business contracts is possible.

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 _____