

POSITION DESCRIPTION

Position: Temporary Janitor
Program: Affordable Housing
Reports to: Community Administrator
Status: Non-exempt
Date Revised: 4/2020

POSITION SUMMARY:

The Janitor is responsible for assuring quality, upkeep of the interior and exterior of the buildings, performs janitorial duties and basic repairs in a safe, non-judgmental manner to all residents. Duties are performed professionally and compassionately supporting the safety and the integrity of all residents as it relates to the program objectives. Work is also performed in a cost effective and service oriented manner as it relates to established organizational standards.

OBJECTIVES/ACTIVITIES:

- A. Responsible for keeping facility in a clean, sanitary and presentable manner at all times.
 1. Perform janitorial duties (sweeping, mopping, vacuuming, dusting, shampooing carpets, waxing floors, cobweb removal, cleaning toilets and windows) in the office areas and public areas such as bathrooms, hallways, dining area, laundry rooms, and lobby as needed.
 2. Perform sanitation duties as required.
 3. Respond to urgent situations, such as spills that require quick action.
 4. Responsible for cleaning and preparing of apartments before residents move in and out.
 5. Collect and inventory property of residents who have left the facility.
 6. Assist with cleaning of outside areas, i.e. walkways, all dumpster and garbage areas, entrance, etc.
 7. Remove trash and debris in interior common areas and offices daily.
 8. Responsible for inventory control and requisition of cleaning supplies as needed.
 9. Assist with other projects as assigned by the Community Administrator.

- B. Responsible for all areas of daily communication with administration to maintain compliance with company policies.
 1. Document and report all resident concerns and/or infractions that can impact the residence security.
 2. Complete all incident reports and logs as required.
 3. Notify management of potential workflow problems and resource needs necessary to attain performance standards.
 4. Adhere to staffing schedules in order to provide adequate/safe staffing coverage and to accomplish program objectives. This would include some weekend on-call coverage.
 5. Communicate with on site program staff, Community Administrator, Assistant Administrator, Maintenance Staff, Service Coordinator, and external county/state/city program representatives as required.
 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.

EDUCATION AND EXPERIENCE:

This position requires demonstrated ability to perform housekeeping, janitorial, and sanitizing. 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. 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 or housekeeping. Requires CPR and First Aid training within ninety (90) days of employment, re-certification as necessary annually. A valid California driver's license and ability to meet the carriers' guidelines 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

Vocational literacy to create and understand the following: daily work reports, inventory information, and requisitions

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 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 Community Administrator 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.

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:

None

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 _____