

POSITION DESCRIPTION

JOB TITLE: Janitor/Handy Person
SCHEDULED HOURS: Sunday – Thursday - Days will rotate
REPORTS TO:
STARTING SALARY:
DATE POSTED:
CLOSED:

JOB SUMMARY:

Under the direction of the Administrative Support Manager , this position is responsible for performing janitorial duties for modular buildings and related areas. Quality customer service will be provided to the client at all times. Knowledge or willingness to learn proper cleaning techniques is essential.

ESSENTIAL FUNCTIONS:

Daily job responsibilities/functions to include, but not limited to:

- Vacuuming, sweeping, and mopping of flooring and stairs.
- Clean and sanitize bathrooms.
- Clean sinks, countertops, microwaves, and refrigerators in break rooms.
- Restock supplies in bathrooms, break rooms and common areas.
- Empty all trash cans and replace liners, clean receptacles as necessary.
- Dusting and cleaning office desks and furniture that are not cluttered.
- Cleaning windowsills and windows.
- Maintain janitor closets in a clean, organized and safe manner.
- Maintain janitorial equipment in a clean, safe and operable condition.
- Proper labeling, dilution and use of all chemicals.
- Wearing proper Personal Protective Equipment at all times.
- Maintain vending closets in a clean, organized and safe manner.
- Restock vending machine
- Restock vending supplies in appropriate storage area
- Purchase cleaning and vending supplies as necessary
- General maintenance of grounds
- Other routine maintenance duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Good communication and interpersonal skills.
- Good client/customer service skills.
- Ability to follow oral and written instructions.
- Ability to prioritize multiple tasks.
- Ability to work effectively with a team.
- Ability to work independently as needed to support the group effort.
- Basic knowledge of cleaning products or willing to learn.

QUALIFICATIONS:

- High School Diploma or GED
- Six months or more related experience.
- Valid Louisiana Drivers License required.

WORKING ENVIRONMENT: The work is performed in two module offices, one stationary building and a 24/7 operating call center with a wide variety of people with differing functions, personalities and abilities.

PHYSICAL DEMANDS: The work requires routine walking, standing, bending and carrying items weighing less than fifty pounds. Moving items over fifty pounds utilizes a team lift

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

Employee meets essential functions and accepts job responsibilities as outlined in this job description:

Employee Signature

Print Name

Date

Supervisor/Human Resources Manager has reviewed with employee the job responsibilities as described in this document and has discussed expected standards of performance.

Job Description Reviewed

Supervisor/HR Signature

Print Name

Date

Must provide a criminal background check, be bondable and have a Louisiana Drivers License