

TFI Family Services, Inc.
JOB DESCRIPTION
JOB TITLE: Janitor

EXEMPT: No
DEPARTMENT: Administration
REPORTS TO: Administrative Manager

PREPARED BY: HR Director,
Senior Support Services Administrator
APPROVED BY: Division President

DATE: 7-1-2009
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I. POSITION PURPOSE

Provides janitorial services to Agency staff. Provides janitorial expertise as required/needed. Performs the following duties directly.

II. NATURE AND SCOPE OF RESPONSIBILITIES include the following.

Cleans and services restrooms.

Sweeps, vacuums, and mops floors and stairways.

Gathers and disposes of rubbish and waste materials.

Makes rounds of buildings and grounds at regular intervals; inspects doors, windows, and locks to see that they are properly and securely fastened.

Observes appearances and conditions of premises and equipment; reports needed repairs, safety hazards, or conditions requiring outside vendor services.

Dusts facility including such items as blinds, furniture, file cabinets, and windowsills using treated dust mittens, cloths, or hand-cleaning items.

Scrubs, strips, sanitizes, waxes, and buffs floors as needed or scheduled.

Polishes furniture, metal work, and chrome using appropriate cleaning and polishing compounds.

Maintains an inventory of cleaning and toiletry supplies.

Washes walls, ceilings, woodwork, windows, mirrors, and fixtures using both step and extension ladders.

Cleans grounds and parking lots of litter, glass, or other debris.

Loads and unloads supplies, and moves heavy furniture and equipment using dollies, handcarts, or power equipment.

Replaces light bulbs and fuses.

Responsible for scheduling and/or completing carpet extractions.

May perform minimum ground maintenance including but not limited to removal of snow from sidewalks, salting walkways, etc.

Refrains from assuming any duty that is unrelated to and/or interferes with the responsibilities of the position.

Advocates, promotes and practices cultural sensitivity and responsiveness in all day-to-day interactions.

Develops, promotes and practices teamwork in all activities.

Other duties as assigned.

SUPERVISION:

No direct supervisory responsibility.

III. EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High School Diploma or possession of an acceptable equivalency diploma. One (1) year experience in janitorial work preferred.

PRESENTATION SKILLS:

Excellent oral and written communication skills. Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to effectively present information to top management and public groups.

FINANCIAL/COMPUTATIVE SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Possess excellent computer skills and understanding of fully integrated software packages.

ANALYTICAL ABILITY:

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical, graph, chart or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Kansas Driver's License

IV. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, stand, sit and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel. The employee is required to be able to safely operate a motor vehicle and be able to obtain a license therefore.

The employee must regularly lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

V. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

VI. PRINCIPAL ACCOUNTABILITIES

General office maintenance.