

Janitor/Custodial Aide

Classification

Non-Exempt

Salary Grade/Level/Family/Range

\$11.00 per hour w/expected wage increases (dependent upon annual performance review & agency budget)

Reports to

Programs Manager and/or Executive Director

JOB DESCRIPTION

Summary

Keeps building in clean and orderly condition. Performs heavy cleaning duties such as cleaning floors, by sweeping, mopping, vacuuming, and/or shampooing, washing walls and glass, and removing garbage. Duties may include performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from walkway (when applicable).

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintains safety and cleanliness of building area by complying with procedures, rules, and regulations.
- Cleans agency floors by sweeping, mopping, scrubbing or vacuuming. May also need to strip, seal, finish, and polish floors on various occasions.
- Gathers and empties trash.
- Services, cleans, and re-stocks employee and guest restrooms.
- Cleans windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dusts furniture, walls, machines, and equipment.
- Steam-cleans or shampoos carpets (if applicable).
- Cleans and restores building interiors damaged by fire, smoke, or water using commercial cleaning equipment (if applicable).
- Follows procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Moves heavy furniture, equipment, and supplies, either manually or by using hand trucks.

- Sets up, arranges, and removes decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.
- Sprays insecticides and fumigants to prevent insect and rodent infestation (if applicable).
- Keeps walkways, driveways, and parking areas free of safety hazards.
- Makes adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems (as needed).
- Requisitions (inventories) supplies and equipment needed for cleaning and/or maintenance duties.
- Monitors building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Notifies managers concerning any safety hazards and/or the need for major repairs or additions to building operation systems.
- Assists with upkeep of agency transit vehicles by washing and detailing when needed.
- Performs other duties as assigned by the Programs Manager and/or Executive Director.

Competencies

1. Professionalism
2. Flexibility
3. Communication Proficiency
4. Collaboration Skills
5. Customer/Client Focus
6. Organization
7. Detail-oriented

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets, and fax machines.

Physical Demands

This position will require much bending, heavy lifting, and the ability to quickly manipulate, or assemble, and carry objects (pushing and pulling may be involved).

Position Type and Expected Hours of Work

This is a part-time position. Days and hours of work are Monday through Thursday, 8:00 a.m. to 1:30 p.m.; Friday 8:00 a.m. to 1:00 p.m. Schedule may be adjusted according to agency needs.

Travel

No travel is expected for this position.

Required Education and Experience

1. High school diploma (GED Acceptable).
2. One year of janitorial experience.

Additional Eligibility Qualifications

None required for this position.

Work Authorization/Security Clearance (if applicable)

Applicant must be able to pass a state criminal history search. Clearance of a drug screen is also required.

EEO Statement

The St. Martin Council on Aging, Inc. is an Equal Opportunity Employer. Applicants for all positions are considered without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures:

Employee/Date

My signature is verification that I have accepted the position offered to me and acknowledgment of my understanding of the requirements, essential functions, and duties of the position.

Executive Director/Date

Updated 03/02/2023 in conjunction w/various sources