

POSITION: Janitor

ORGANIZATION: Hopewell Center

DIVISION: Maintenance

STATUS: Full-time

FLSA STATUS: Non-Exempt

WORK SCHEDULE:

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation.

ESSENTIAL FUNCTIONS:

Follows assigned work schedule, assuring that all designated work is completed;

Cleans floors throughout assigned buildings, as required;

Collects and removes trash from bathrooms, hallways, work areas, and offices;

Cleans and sanitizes assigned bathrooms;

Cleans windows and frames, washes walls, doors and furniture, as appropriate;

Changes lights in exit lights in assigned buildings;

Cleans all drinking fountains, as appropriate;

Performs various outdoor maintenance duties, such as shoveling snow, mowing, trimming grass and removing debris, as needed;

Periodically operates motor vehicle to retrieve vehicles in need of repair;

Performs related duties as assigned, assuring the best interest of both the agency and the clients' welfare.

REQUIREMENTS:

Working knowledge of basic cleaning and sanitation requirements for assigned area of responsibility;

Ability to lift moderate to heavy equipment and materials (more than 50 pounds), performing duties in a non-sitting position requiring walking bending, stooping, reaching and operation of various hand tools and small equipment. Physical effort is generally prolonged and frequent;

Ability to physically perform janitorial duties and operate related tools and equipment;

Ability to plan and layout work projects, determining tasks and developing work schedules to achieve desired goals;

Ability to follow verbal instructions and perform duties under minimal supervision;

Knowledge of the variety and uses of cleaning and sanitizing agents and comprehend operating instructions;

Ability to follow all personnel policies and rules of the organization;

Ability to effectively communicate with co-workers and clients with ability to provide assistance to clients;

Previous knowledge and/or experience with developmentally disabled individuals preferred;

LICENSE/CERTIFICATION NEEDED:

Possession of a valid Driver's License and a demonstrated safe driving record.