

JOB DESCRIPTION

JOB TITLE: CUSTODIAL / JANITORIAL WORKER

JOB NUMBER: SW8002

FLSA STATUS: Non-exempt

CLASSIFICATION: Service Worker

REPORTS TO: NISH Project Manager – NISH Contract Locations - Manager of Contract Services – Facility Work Locations

SUPERVISES: No

JOB PURPOSE: Primary function is to perform custodial/janitorial tasks, clean and maintain assigned facility(s).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Must have basic knowledge of acceptable cleaning standards related to the cleaning and maintenance of the agencies facilities and of the facilities of contracting customers where custodial/janitorial services are provided.
- Must be able to operate custodial/janitorial equipment such as buffers, carpet cleaners, floor strippers and other applicable cleaning equipment to maintain the cleanliness of the facility in which they work.
- Must be able to monitor inventory and handle the ordering of materials and supplies necessary for fulfilling custodial cleaning and maintenance where applicable.
- Must exhibit the ability to communicate with the staff and co-workers in an appropriate and ethical manner.
- Willingness to work extra hours when necessary.
- As a staff person is responsible for the safety of those workers in his/her charge via implementation of the safety procedures and policies of the organization.
- Adherence to OSHA standards in relation to the proper use of chemicals and equipment involved in the day-to-day completion of custodial cleaning tasks.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Accomplishes all tasks as appropriately assigned or requested.

QUALIFICATIONS

- **Experience, Competencies and Education**
A minimum of high school diploma or its equivalent. A minimum of two years working experience in a custodial service based position with experience in custodial cleaning practices.
- **Language Skills**
Ability to read, analyze and interpret the most complex documents relating to business services. Ability to respond effectively to the most sensitive inquires or complaints.
- **Mathematical Skills**
Ability to perform basic mathematical equations.
- **Reasoning Ability**
Ability to apply principles of logical thinking of a wide range of practical problems. Ability to deal with a variety of abstract or concrete variables.

THIS IS NOT AN EMPLOYMENT CONTRACT AND DOES NOT ALTER ANY EMPLOYEE'S AT-WILL EMPLOYMENT STATUS.

- **Other**

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid State of Virginia driver's license and proof of insurance required to drive personal car on company business. _____
- Additionally, 3+ point DMV record required to drive company vehicle. _____

ACCOUNTABILITIES AND MEASURES

- Accomplishment of assigned tasks.

CERTIFICATES, LICENSES, REGISTRATIONS:

AMERICANS WITH DISABILITIES SPECIFICATIONS

- **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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

- **Work Environment**

Work environment characteristics 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 occasionally exposed to weather conditions.

The noise level in the work environment is usually low to moderate.

RECEIPT OF JOB DESCRIPTION:

This job description has been reviewed with me by my supervisor. Meeting the qualifications as required, I understand and agree to perform the duties as described. A copy of this description has been given to me.

Employee's Signature

Date

Supervisor's Signature

Date