



<b>JOB TITLE:</b>	<b>Janitorial Technician</b>
<b>DEPARTMENT:</b>	Employment & Business Division/Janitorial
<b>RESPONSIBLE TO:</b>	Janitorial Supervisor
<b>SUPERVISES:</b>	No one
<b>FLSA:</b>	Hourly, Non-Exempt

### **POSITION SUMMARY**

Will perform janitorial duties usually as a member of a team responsible for meeting the janitorial specifications of each building's contract.

### **ESSENTIAL JOB DUTIES**

Janitorial Duties: Janitorial duties will include, but not be limited to, cleaning restrooms, mopping floors, vacuuming, dusting, cleaning glass, restocking paper products, buffing, tracking inventory and paper product usage as requested by supervisor in keeping with contract requirements. May assist with carpet extracting.

Quality Control - Monitor the quality of your own work. Assist supervisor in making sure any rework required is completed as requested and in a timely fashion.

Equipment - May assist supervisor in performing general maintenance of equipment. Assure that equipment is handled properly to insure longevity. (Repairs and monthly maintenance will be completed by the Maintenance Person.)

### **AGENCY EXPECTATIONS**

Attendance - Except for planned and approved absences, consistent and regular attendance at work is required. Must provide own transportation to and from work site(s) and must be ready to work when the shift begins. Must learn Supervisor's phone number and be able to call in to supervisor if unable to report to work. Must be able to submit Tesh leave request forms without prompting as per Tesh policy.

Paperwork - Must be able to use digital or analog clock to complete timesheet following each work period; must submit completed, signed timesheet at times required by Tesh policy.

Agency Expectations - Interactions with co-workers, supervisor and customers must be positive, respectful, and considerate. All staff are expected to positively represent Tesh, Inc. with their behavior and work skills. Must read and comprehend Tesh policies and procedures in order to follow same. Must be able to read and identify the chemicals commonly used on the job, including identifying their purpose for use.

Ethical Conduct - Behavior at all times must include honesty, sincerity (non-deception), integrity and reliability (promise-keeping).

Flexibility - Must be willing and able to adapt to schedule changes.

### **PHYSICAL AND ENVIRONMENTAL DEMANDS:**

1. Employee must be free of illegal drugs, tobacco, and alcohol during all work hours.
2. Must be free of diseases which may be transmitted in the performance of job responsibilities during the stage of communicability.

3. Physical activities for this position involve balancing, bending, pulling, pushing, standing, grasping, stooping, and crouching, reaching, lifting, and repetitive motion for average of 6 hours per shift. It includes standing or walking most of the shift. An individual in this position may be required to lift or carry up to 75 lbs. on a regular basis.
4. An individual in this position may be exposed to blood or body fluids on occasion (risk level II).

**OTHER DUTIES AS ASSIGNED** - Responsibly monitor time, including the taking on of other duties when requested to do so. Clear additional requests made by other staff or customer with supervisor prior to completing them. Perform other duties as assigned by supervisor.

**QUALIFICATIONS:** High school graduation or its equivalent preferred. Paid experience as a janitor preferred; experience working with people with disabilities helpful. Must be able to pass background check and drug/alcohol screen.

**SUPERVISORY RELATIONSHIPS:** Directly responsible to Janitorial Supervisor.

**WORK SCHEDULE:** Typically Monday through Friday, 3:00pm to 9:00pm or 5pm-11pm, as defined by contract requirements. Some weekend or daytime work may be required on occasion.

**WAGE:** Starting wage \$7.25; wage increase to \$7.60 after completion of 6 successful months on the job. This position is entitled to overtime compensation if over 40 hours are worked in one work week. No overtime is expected; all overtime must be cleared with the supervisory prior to being worked.

**FRINGE BENEFITS:** If the person in this job works an average of 25 hours/week for two or more months, they will be eligible for pro-rated health care benefits including medical, dental, & vision, long term disability benefits, and paid sick, vacation, and holiday pay. If working 36 hours/week or more, eligible for full benefits.

*The above is general in nature and not intended to be exhaustive. Tesh Inc. reserves the right to revise or change job duties and responsibilities as the need arises.*

*Equal Employment Opportunity ~ Affirmative Action ~ Drug Free*

Employee Name (Please Print) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

