



JOB TITLE:	Janitorial Technician
DEPARTMENT:	Operations
RESPONSIBLE TO:	Vice President
SUPERVISES:	No one
FLSA:	Hourly, Non-Exempt

POSITION SUMMARY

Will perform janitorial duties usually as a team lead responsible for meeting the janitorial specifications of each building.

ESSENTIAL JOB DUTIES

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

Quality Control – Responsible for consistently monitoring the quality of work being performed. Assist Supervisor in assuring rework required is completed as designated in Quality Control reports. One hundred percent quality control required on each contract.

Attendance - Except for planned and approved absences, consistent and regular attendance at work is required.

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

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.

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

Physical Requirements – Must be able to lift at least 75 pounds on a regular basis. Must be able to stand and do physical work for a minimum of 4 hours. Must be able to bend, stoop and twist on a daily basis.

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 desirable. Must be able to pass background check and drug/alcohol screen.

SUPERVISORY RELATIONSHIPS: Directly responsible to Vice President.

WORK SCHEDULE: Typically Monday through Friday, 4:00pm to 9:00pm.

WAGE: Starting wage \$9.25. No overtime is expected; all overtime must be cleared with the Vice President prior to being worked.

FRINGE BENEFITS: If the person in this job works an average of 25 hours/week for three 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/Alcohol/Tobacco Free

Employee Name: _____
Please Print

Employee Signature: _____ Date: _____