**Job Description**

**Reports to**: Facility Manager

**FLSA:** Non-Exempt full time

**Work Hours:** Monday-Friday 8am-5pm

**Summary:**

Under supervision of the Facility Manager, the goal of this position is a critical factor in maintaining a clean and safe environment for all employees, clients, and guests.

**Essential Duties and Responsibilities**:

* Clean the interior of building including floors, carpet, rugs, windows, and walls.
* Disinfect commonly used areas within the building.
* Maintain cleaning inventory, placing orders to refill products when needed.
* Maintain outdoor grounds, as needed, and directed.
* Remove debris and snow from sidewalks.
* Replace air filters and maintain HVAC systems.
* Empty trash and recycling bins.
* Stock and maintain supply room.
* Vacuum, sweep and mop floors.
* Clean and maintain restrooms.
* Washing and cleaning windows and mirrors.
* Notify supervisor of unsafe conditions.
* Operate cleaning equipment, as needed, and directed.
* Dust furniture and fixtures.
* Other duties as assigned by supervisor.

**Education, Experience, and Licensing, and Other Position Requirements:**

* Ability to manage time efficiently.
* Work well when supervisors are not present.
* Manage basic maintenance, building repairs, cleaning, and other janitorial work.
* Able to work safely with a variety of cleaning supplies.
* Able to use basic cleaning equipment.
* High School Diploma.
* At least 18 years of age with 2 years driving experience.
* Pass State/Federal background check.
* Negative results on pre-employment and random drug/alcohol tests.
* Must maintain valid driver’s license with no more than 4 points.
* Must maintain Sate and Agency required mandated training.
* Employee must be able to receive, understand, and communicate verbal and written instruction and communicate in the English language.

**COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies:

**Teamwork** - Exhibits objectivity and openness to other’s views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

**Computer Skills** – To perform this job successfully, an individual should have strong knowledge of computer operating systems.

**Customer Service** – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff needs; Solicits feedback to improve service; Responds to requests for service and assistance.

**Mathematical Skills** – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Interpersonal Skills** - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

**Oral and Written Communication** - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Attendance/Punctuality** - Is consistently at work and on time; Arrives at meetings and appointments on time.

**Dependability** – Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

**WORKING CONDITIONS AND PHYSICAL DEMANDS**:

The environmental factors described here are representative of those that may be present in the workplace while the employee performs the essential functions of this job. While performing the duties of this job, the employee is required to:

* Stand; walk; use hands to finger, handle, grasp or feel -***frequently***
* Reach with hands and arms; push and pull up to **50** pounds.
* Talk, hear and smell -***frequently***
* Stoop, kneel, or crouch ***frequently***
* Sitting and/or standing. ***frequently***
* Lift and/or move up to ***50*** pounds. -***frequently***
* Utilize close vision, distance vision, color vision and ability to adjust focus. - ***frequently***
* Employee will be exposed to odors, dust, fumes, and noise. - ***frequently***
* Employee will be exposed to outside environmental conditions. ***occasionally***
* Climb stairs. ***occasionally***
* Travel. ***occasionally***

Employees Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employees Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_