

POSITION TITLE: Janitor

SALARY LEVEL: Tier I

FLSA STATUS: Non-Exempt

REPORTS TO: Facility Coordinator

HOURS: Part-time, swing shifts

BENEFITS: Part-time: Sick leave, 401(K) Savings Plan

SUMMARY

Our janitors provide daily janitorial services to maintain Vanessa Behan's safety, sanitation, and attractive condition. Duties include cleaning childcare areas, kitchen, floors, breakroom, and bathrooms following cleaning schedules and utilizing proper cleaning standards.

PRINCIPAL ACCOUNTABILITIES:

All staff are responsible for imparting our core values of passion, excellence, humility and relational in all job duties to further our mission and vision. Specific responsibilities for this position are:

- Follows and completes cleaning schedules.
- Observes proper sanitation standards.
- Performs janitorial tasks to maintain cleanliness and orderliness.
- Cleaning products are used properly and per MSDS requirements.
- Cleaning products are kept secure.
- Sweeps, wet mops, vacuums floors and stairs.
- Empties trash and replaces liners.
- Spot cleans windows and glass.
- Cleans sinks, toilets and bathtubs/showers.
- Notifies supervisor of any conditions that affect the quality of janitorial service.
- Maintains equipment used in performing duties. Reports issues to supervisor in a timely manner.
- Familiar with and adherence to all established policies and procedures.
- Other duties as assigned by supervisor.

PHYSICAL REQUIREMENTS:

These requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

- Regularly standing, lifting, walking, stooping, kneeling, crouching, crawling, listening, talking, and using hands and fingers.
- Occasionally sitting, climbing or balancing
- Ability to lift 30 pounds for an extended period of time
- Specific vision requirements include close vision and the ability to adjust focus.
- Ability to hear, understand and distinguish speech and/or other sounds in person.

WORK ENVIRONMENT:

Work is generally performed in a child center environment where there is exposure to children ages birth to age 12 and clients of varying socio-economic and health conditions.

- Noise: moderate to quiet, occasionally moderate to high.
- Climate control: primarily inside the facility
- Exposure: moderate risk of industrial kitchen equipment such as a hot oven or freezer.
- Chemicals/Bloodborne Pathogens (BBP): high risk of exposure to mild bleach solutions and other cleaning/disinfectant chemicals, moderate risk of exposure to BBP.

TRAVEL:

None

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

Must be compassionate, non-judgmental and have a passion for helping families.

Must be friendly and have a pleasant demeanor.

Knowledge of sanitation procedures.

Knowledge of cleaning equipment, chemicals and supplies.

Skilled in organizing, prioritizing and scheduling work assignments.

Skilled at completing work assignments completely and accurately.

Ability to work well individually and as a team member.

Skilled at maintaining strict confidentiality.

Ability to manage changing priorities and still able to accomplish all tasks.

Good communication skills.

Must be detail oriented.

Familiarity with MSDS sheets preferred.

MINIMUM REQUIREMENTS:

High school diploma or high school or equivalency course of study (GED/HSEC)

2 years of janitorial experience required.

CPR, Infant CPR are required. Ability to obtain/renew through Vanessa Behan classes.

Successful completion of Washington State and National background check prior to hire. Completed every 3 years.

Successful completion of fingerprint check prior to hire. Completed every 3 years if employee lives out of state.

Meet all current vaccination requirements.

Please note this job profile is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____



Vanessa
Behan