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|--|-----------------|---|------------|
|  | | Community Center Janitor Job Description / Physical Requirements and Potential Hazards | |
| | | Supervisor(s): Center Manager | EEOC code: |
| FSLA Status: Non-exempt | L & I code: 8 | Revision Date: 09/01/2016 | |
| Supervises: Does not supervise | \$15.00 an hour | | |

OVERVIEW:

Responsible for basic cleaning of the Community Center to include restrooms, meeting rooms, dining room, hallway, building exterior, windows, grounds and janitor’s space.

ESSENTIAL JOB FUNCTIONS:

Communication/Coordination:

1. Consult with Center Manager to establish and maintain a routing schedule of operations.
2. Follow said cleaning schedule for weekly, monthly, and quarterly duties.
3. Coordinate with Center Manager to respond to special needs, variations from the pre-determined schedule or other pertinent duties.
4. Coordinate with Center Manager to order cleaning and restroom supplies
5. Report safety or major maintenance issues to the Center Director.
6. Provide assistance with room set-up as appropriate and assigned.
7. Lead occasional “clean-up” days, using volunteers at the center.
8. Maintains reader board information as supplied by Center Manager

Janitorial Duties (details/schedule can be modified based on individual site needs):

1. Duties below to be done each session:
 - a. Clean toilets, sinks, and mop all bathrooms.
 - b. Check and restock paper towel dispensers and toilet seat covers and soap dispensers.
 - c. Vacuum all carpeted areas.
 - d. Dust mop hallway and dining area.
 - e. Sweep all carpets at the entrance areas.
 - f. Mop dining room area (it may need to be mopped more than once weekly) with vinegar/water solution.
 - g. Ensure mop is wrung out tightly.



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2. **Duties to be done weekly:**
 - a. **Sweep carpeted stairs**
 - b. **Wipe down window sills**
 - c. **Wipe down walls when necessary**
 - d. **Dusting for cobwebs inside and outside**
3. **Duties to be done monthly:**
 - a. **Wax and buff linoleum (if applicable).**

KNOWLEDGE SKILLS AND ABILITIES:

1. **Follows directions.**
2. **Works independently.**
3. **Ability to work with minimal supervision.**

QUALIFICATIONS:

1. **High School Diploma/GED**
2. **Janitorial experience preferred.**
3. **Washington State Driver's License and insurable driving record and current proof of Auto Insurance.**



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PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position that can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

| | NA | NE | O | F | C |
|------------------------------------|-----------|-----------|----------|----------|----------|
| Sitting | | x | | | |
| Walking | | | | x | |
| Standing | | | | x | |
| Running | | x | | | |
| Bending or twisting | | | x | | |
| Squatting or kneeling | | | x | | |
| Reaching above shoulder level | | | x | | |
| Climbing (e.g. ladders) | | x | | | |
| Driving cars, light duty trucks | | x | | | |
| Driving heavy duty vehicles | x | | | | |
| Using foot controls | | x | | | |
| Repetitive motion of hands/fingers | | | x | | |
| Grasping with hand, gripping | | | x | | |
| Lifting/carrying 10-25 pounds | | | x | | |



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| | NA | NE | O | F | C |
|--|----|----|---|---|---|
| Lifting/carrying 26-50 pounds | | | X | | |
| Lifting/carrying more than 50 pounds | | X | | | |
| Pushing/Pulling | | | | X | |
| Work in/exposure to inclement weather | X | | | | |
| Work in/exposure to cold water | X | | | | |
| Exposure to dust, chemicals or fumes | X | | | | |
| Work/live in remote field sites | X | | | | |
| Use of hazardous equipment (e.g. guns, chainsaws, explosives) | X | | | | |
| Work at heights (e.g. towers, poles) | X | | | | |
| Exposure to infection, germs or contagious diseases | | X | | | |
| Exposure to blood, body fluid, or potentially contaminated materials | | X | | | |
| Exposure to needles or sharp implements | | X | | | |
| Use of hot equipment (e.g., ovens) | X | | | | |
| Exposure to electrical current | X | | | | |
| Seeing objects at a distance | | | | X | |
| Seeing objects peripherally | | | | X | |
| Seeing close work (e.g., typed print) | | | X | | |
| Distinguishing colors | | | | X | |
| Hearing conversations or sounds | | | X | | |
| Hearing via radio or telephone | | | X | | |
| Communicating through speech | | | | X | |
| Distinguishing odors by smell | | | | | X |
| Distinguishing tastes | X | | | | |



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| | | | | | |
|-------------------------------------|-----------|-----------|----------|----------|----------|
| Exposure to wild/dangerous animals | X | | | | |
| | NA | NE | O | F | C |
| Exposure to insect bites or stings | X | | | | |
| Work/travel in boat/small aircraft | X | | | | |
| Exposure to aggressive/angry people | | X | | | |
| Other: | | | | | |
| Other: | | | | | |
| | | | | | |

Other physical or mental requirements of this position that have not been addressed above?

1. Physically ability to perform the job's essential functions.

I have read, understand and am able to perform the essential job functions; and physical requirements and potential hazards of this position with or without reasonable accommodation.

Employee Signature _____

Date _____