

		Janitor – Port Townsend Job Description / Physical Requirements and Potential Hazards	
Supervisor(s): Executive Coordinator FSLA Status	EEOC code: L & I code: 8 \$15.00 an hour	Effective Date: Revision Date: 3/6/2018	Requirements: Pass criminal background check and provide proof of COVID-19 vaccination
Supervises: None			

ESSENTIAL JOB FUNCTIONS:

Provide janitorial services with a consistent high level of cleanliness at Port Townsend Administration Building

KNOWLEDGE SKILLS AND ABILITIES:

Weekly:

1. Report any safety or security hazards to Supervisor immediately;
2. Maintain strict confidentiality;
3. Clean counters, sinks, lunchroom tables;
4. Sweep kitchen and bathrooms prior to mopping;
5. Disinfect all toilets and sinks, clean mirrors;
6. Empty kitchen and bathroom waste receptacles and kitchen recycle containers assuring new liners are inserted;
7. Clean interior and exterior door windows, (reception area);
8. Maintain paper and soap supplies in all areas;
9. Disinfect all doorknobs and light fixtures;
10. Vacuum all carpets, mats and area rugs;
11. Disinfect all surfaces in conference room and interview rooms;
12. Check window ledges and clean as needed;
13. Wipe down bathrooms walls;
14. Keep inventory of janitorial supplies and notify Supervisor when supplies are low;
15. Sweep outside areas in front of doorways;
16. Keep janitor supply closet safe, clean and orderly;
17. Keep Facilities Manager informed of any needs or problems immediately;
18. Dust furniture, file cabinets and window blinds as needed;
19. Other duties as assigned.

QUALIFICATIONS:



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1. Janitorial experience preferred;
2. Follows directions;
3. Works independently;
4. By employment date, satisfactory results from criminal record check as required by Child/Adult Abuse Act;
5. Possess valid Washington State driver's license and reliable transportation;
6. Possess and maintain current auto insurance;
7. Have driving record that is insurable under the Agency's insurance policy;
8. Must have understanding and respect for safety practices.



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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
Exposure to wild/dangerous animals	X				



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	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?

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 _____