

Institute of Community Services, Inc.

Job Description

Job Title: Janitor (Center Level)
Classification: Non-exempt
Working Hours: From 2 to 8 hours per day (based upon enrollment)
Working Weeks: 36

I. General Description

The janitor is responsible for cleaning the Head Start Center and grounds on a daily basis, unlocking and locking the building each day, making minor repairs, and keeping the center and grounds safe.

II. Specific Duties

1. Sanitizes, disinfects, wipes, sweeps, mops, scrubs, vacuums, waxes floors, and removes trash and garbage from building.
2. Replaces light bulbs when needed.
3. Makes sure the building is dusted, and windows, walls, and blinds cleaned.
4. Changes filters in air and heating units, where applicable.
5. Disinfects and sanitizes restrooms throughout the day and replenishes tissue, soap, and paper towels in each restroom.
6. Keeps janitorial supplies in a safe, locked area.
7. Removes hazardous debris from center grounds, and inspects buildings and grounds for unsafe conditions.
8. Makes sure all electrical outlets are covered.
9. Completes playground safety checklist.
10. Assembles all equipment at the center.
11. Makes minor repairs to center buildings and playground equipment.
12. Maintains orderly arrangements of storage facilities and requests janitorial supplies from central office when needed.
13. Attends job related trainings.
14. Recruits volunteers and in-kind contributions.

III. Supervisory Control:

The janitor is directly responsible to the center director. The work of the janitor will be monitored by the Center Director at least twice during a review period. The janitor is evaluated annually by the Center Director and the field services coordinator. The field services director serves as reviewer.

IV: Other Significant Facts

- Available transportation.
- Be able to attend workshops and conferences that required overnight lodging.
- Must maintain automobile liability insurance which meets state requirements.

All employees are hired at will and pleasure of ICS, Inc. Nothing contained in our policies and procedures shall be construed to create any type of employment other than "at will", nor shall anything herein create any property rights in employment or benefits. Employees not working under an employment contract are deemed to be "at will". "At will" employees may resign at any time or be terminated for any reason, so long as it's not illegal; ICS, Inc. reserves the right not to recall employees after lay-off periods due to budgetary constraints, reduction in workforce, performance evaluations; etc.

V. Qualifications

The eligibility requirements for the janitor are basic communication skills and ability to read, write and solve simple arithmetic problems. The janitor must be able to operate small cleaning equipment such as a vacuum cleaner, floor buffer and wet vac. The janitor must be able to lift light to heavy object.