



Date Revised: August 2011

JANITORIAL PERSON

Job Code: 1
Exempt: No
Department: Buildings & Grounds
Reports to: Building & Maintenance Director
Location: County Buildings

SUMMARY:

The Janitorial Person is responsible for cleaning and maintenance of the County's buildings and grounds. The incumbent must prioritize when and how to complete tasks individually, as well as with their co-workers and supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Verify that all buildings are secure at all times.
- Clean, dust, mop, burnish and vacuum as required.
- Empty all trash/recycling containers, clean and replace liners as needed.
- Clean and restock bathrooms.
- Perform spot cleaning as required to carpets and upholstery.
- Ensure janitorial closet is restocked and clean.
- Perform all maintenance duties in an efficient, safe, and timely manner.
- Notify supervisor when supplies or repairs are needed.
- Notify supervisor of problems that may arise.
- Other duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



EDUCATION and/or EXPERIENCE:

High school diploma or GED; one (1) year experience in janitorial work. Must possess a valid Arkansas driver=s license and have a clean driving record.

OTHER SKILLS and ABILITIES:

The incumbent must have ability to communicate with supervisor and fellow workers in order to complete assignments. Must be able to operate general cleaning equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear and use hands to finger, handle, or feel objects/controls. The employee must occasionally climb or balance, stoop, kneel, bend, crouch, crawl or reach with hands and arms. Must be able to push 100+ pounds on wheels. Specific vision abilities required by this job include close and distance vision.

The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, subjected to fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually moderate

SIGNATURE SECTION:

This job description has been approved by all levels of management:

HR Director: *Patty Burchett*

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

Employee _____ Date _____