

CAREERSOURCE CITRUS LEVY MARION

JOB DESCRIPTION

Job Title: Facilities Support (Janitor)	FLSA: Nonexempt
Department: Facilities	Date Reviewed: 3/23/2017
Primary Location: Marion County	Grade: 104
Reports To: Research & Executive Assistant	

General Description

Skilled work managing the cleaning of Career Center Marion facilities, furniture, and equipment for CareerSource Citrus Levy Marion.

Essential Job Functions

- General cleaning duties, including vacuuming, dusting, sweeping, emptying waste receptacles, polishing, disinfecting, sanitizing, mopping, scrubbing and polishing facility and fixtures and furniture contained therein
- Re-stock consumable products including paper and soap
- Maintain facility in a clean, orderly fashion, including all office areas, rest rooms, kitchen, lunch/break rooms and coffee areas
- Assists with procurement of needed services or materials.
- Maintains compliance with all personnel policies and procedures.
- Performs other job functions as required.

These essential functions are not a complete statement of all duties required. Some marginal functions of the position that are not incidental to the performance of fundamental job duties may be excluded. All duties, responsibilities, and requirements are essential to the job.

Minimum Education and Experience

High school graduate or GED with experience in general cleaning of commercial facilities.

Knowledge, Abilities, and Skills

- Ability to utilize mop, broom, vacuum cleaner, and carpet cleaner.
- Excellent oral and communications skills, including ability to effectively communicate with internal staff and external customers.
- Ability to work under pressure and meet deadlines, while maintaining a positive attitude while providing exemplary internal and external customer service.

- Ability to work independently and to carryout assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA, and other federal, state, and local standards including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain reasonably regular, punctual attendance consistent with the ADA, FMLA, and other federal, state, and local standards.

To perform this job successfully the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently.

Physical Requirements

- Acceptable vision and hearing with or without correction
- Ability to sit, stand, stoop, kneel, crouch, crawl, and bend; climb or balance, reach with hands and arms, use hands, fingers;
- Ability to handle or feel objects, tools, or controls for an extended period (8 hours)
- Ability to lift and carry up to 50 pounds.

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.

Work Environment

- Works primarily inside.

Special Requirements

- Valid Florida Driver's License with a clean driving record
- Subject to drug screening
- Subject to records check
- Must be able to work retail hours, including evenings

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date