

# ENVIRONMENTAL MANAGEMENT

P.O. Box 90502, Tucson, Arizona 85752-0502

## **JOB DESCRIPTION – JANITOR**

### **JOB SUMMARY:**

This position performs janitorial duties as required by our clients. In general: Trash removal, dust mopping, wet mopping, damp wipe fixtures, vacuum, dusting, etc. Other cleaning duties may be assigned, and completion of those duties will be expected as outlined in the “Janitor’s Checklist”

### **ESSENTIAL DUTIES:**

Primary tasks a janitor must be able to complete to qualify for the job. The following is an example of duties:

**CLOCK – IN from SERVICE FUSION APP!! You will not be paid if NO CLOCK IN**

1. Trash Removal, excluding “RED BAG” trash.
2. High/Low dusting (vents, picture frames, ledges, workstations, window blinds, etc.) talk with supervisor if this is a problem.
3. Damp wipe counters, chairs, walls, doors, furniture, interior/exterior glass, exam tables, IV poles, stools, bathroom fixtures, sinks, cabinets, windowsills, partitions, ledges, etc.
4. Clean and disinfect bathrooms. Refill paper towel, toilet paper, and hand soap dispensers.
5. Refill paper towel and hand soap dispensers in kitchens, exam rooms, treatment rooms, laboratories, and any other room that may have dispensers to refill.
6. Vacuum all carpeted areas. Pay attention to corners and edges.
7. Dust/Dry mop or sweep tile floors. Pay attention to corners and edges.
8. Wet mop tile floors. Pay attention to hard to remove spills.
9. Carry trash to dumpster area. Including boxes or other trash items.
10. Security check doors. Make sure they are all locked. **DO NOT USE BACK DOORS**
11. Turn off lights. Check work completed. Leave on designated lights.
12. **CLOCK-OUT from SERVICE FUSION APP!!**
13. Set alarm!! And lock building.

### **QUALIFICATIONS:**

This position requires a high school diploma or GED. Must be able to read, write and speak English in a manner not to conflict with the communications required to effectively service our clients.

Previous experience of one (1) year is preferred but not mandatory.

Must provide all documentation proving work eligibility. (Driver’s license, social security card, INS work authorization.)

You must have a cell telephone number and address, reliable transportation and no felony convictions.

Must pass a criminal background check with Department of Public Safety.

Must pass a drug test.

### **PHYSICAL REQUIREMENTS:**

1. Must be able to lift a minimum of 50 pounds from the floor.
2. Must be able to carry a 10-15 pounds backpack vacuum on shoulders.
3. Must have better than average eyesight to identify dirty areas.
4. Must be able to work on your feet for extended periods of time.
5. Must be able to complete high dusting.

Initial Page: \_\_\_\_\_ I have read and understand the contents of this page.

**MENTAL REQUIREMENTS:**

The ability to understand oral and written instructions, to remember and interpret information, performs calculations and makes reasonable judgements.

**WORKING CONDITIONS:**

This section indicates a worker's potential exposure to environmental conditions.

1. May be exposed to warm or cold building temperatures due heating/cooling systems turned off.
2. May be exposed to noise from carpet and floor machines when these jobs are scheduled.
3. May be exposed to infectious waste (RED BAG trash, needles, feces, urine and blood)
4. May be exposed to harsh chemicals during cleaning duties if not used properly. Read Labels.
5. May have to work around client personnel while performing cleaning duties. This will not affect quality of work performed.
6. Will be required to disarm and arm alarm systems.
7. Will be required to work with security guards, police, clients and supervisors.

**NECESSARY EQUIPMENT:**

1. Brute barrel or janitor cart.
2. Dust mop or broom.
3. Wet mop and mop handle.
4. Backpack vacuum.
5. Spray bottles filled with cleaning chemicals PROPERLY LABELED.
6. Brute caddy.
7. Extension cords and hoses.
8. Various cleaning supplies (Pads, sponges, pumice stones, grit cloths, stainless steel polish, etc.)

**DRESS CODE:**

1. EM Shirt: clean and free of holes, profanity and alcohol/tobacco advertisements.
2. Pants or shorts must be clean and free of holes. NO BASKETBALL SHORTS
3. Shoes must be sneakers free of holes and good soles.
4. Hats are OK if free of profanity and alcohol/tobacco product advertising.
5. Clothing must match in appearance.
6. Must wear company shirt and ID Badge.

**CLIENT SECURITY REQUIREMENTS:**

1. No RELATIVES or CHILDREN allowed in buildings.
2. Janitors are not allowed to let anyone in building. Personnel allowed in building will have keys.
3. Alarm systems are to be disarmed and armed exactly as instructed.
4. Alarm codes are not to be given to anyone for any reason.
5. Assigned keys must be kept in your home when not in use. **Do not leave keys in cars.** Keys not used must be turned into the office immediately.
6. Always leave window coverings open while in the building. This is to allow law enforcement to see into the building during patrol.

**OUR MISSION STATEMENT:**

**(ZERO) COMPLAINTS FROM OUR CLIENTS.**

Do not put off for tomorrow what you can do today! Our business and your job are service, service and more service.

**EXPECTATIONS:**

Janitors to be on time when scheduled. (Clocked In/Out)

Janitors to be at work when scheduled every day. (See the Janitor's Checklist)

Janitors to complete all work to the satisfaction of our clients and supervisors within the allotted time.

Janitors communicate with our office and supervisors regularly to ensure client satisfaction.

Janitors perform in all areas of their jobs without fail.

Initial Page: \_\_\_\_\_ I have read and understand the contents of this page.

**WARNINGS:**

You will receive a verbal or written warning for:

- Not cooperating with your supervisor and not being a team player.
- Not completing duties assigned to you.
- Not checking and filling out communications logbook everyday that you clean building(s).
- For going to job late and not letting supervisor know beforehand.
- Losing any building keys. If you lose any keys, the re-key fee will be taken out of your paycheck.
- Any items missing, lost or broken will be taken out of your paycheck.
- Missing clock-in/out of job locations on a regular basis.

For your information all buildings have 24-hour surveillance cameras on. Please conduct yourself in a professional manner. Your conduct and actions represent our company.

**TERMINATION:**

You will be terminated immediately for:

- Not showing up for work and not letting a supervisor know beforehand.
- Taking any item out of a building that does not belong to you.
- Taking anyone into a building that is not employed by our company.
- Unauthorized Discussion of company business with customers.

I have read and understand this company policy and all its contents. I also understand that this company policy may not identify all the requirements of this job, and other requirements can be added to your job description without notice.

Print Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Dated: \_\_\_/\_\_\_/\_\_\_