



Job Description and Compensation Outline for Janitor

Job Description

In addition to regular assigned cleaning, the job description for a Janitor includes:

- Knowledge of scope of work.
- Customer service
 - o Working with Customer for basic project scheduling & tasks based on our scope of work.
 - o Quality control
 - o Follow and have knowledge of customer safety & security requirements.
 - o Ordering supplies through management as needed.
- Quality control
 - o Checking work and completion.
 - o Jobsite must free and clear of dust and dirt.
 - o Jobsite must be left in an orderly fashion, including pushing in chairs after vacuuming, etc.
 - o Meet and exceed customer's expectations.
- Reporting hazards to management.
- Equipment upkeep, such as cleaning filters and towel, making sure equipment is clean and ready for next day's work.
 - o Keeping janitor's closets clean & in order.
 - o Cannot leave buckets of water overnight.
- Authorized personnel
 - o Only authorized personnel are allowed on job sites; cannot bring others to job site at any time.
- Dress code
 - o Must wear attire representing Accountable logo at any jobsite.

Misconduct

- The following includes misconduct that can lead to disciplinary measures. Refer to ACM Handbook Employee Discipline Policy.
 - Clocking in without being onsite
 - Lying on timesheets
 - Gossip / slander
 - Frequent tardiness & absence
 - Absence without proper reporting
 - Improper attire/PPE
 - Safety violations
 - Use of razor blades without permission
 - Stealing supplies or equipment
 - Not completing assigned tasks
 - Bringing unauthorized personnel onto job sites
 - Security violations
 - Losing keys

Compensation

- Predetermined salaries are established for each job site.

All employees are required to review & adhere to the ACM Handbook.