



## **Job Description and Compensation Outline for Janitor (part time / on call)**

### **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.
- Flexibility in scheduling (MUST be available for last minute call-ins)
- 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.