

JOB DESCRIPTION # 91

TITLE: Ancillary Support Professional

FUNCTIONAL TITLE: Janitor

JOB CATEGORY: Maintenance Tech / Building Support Staff

REPORTS TO: Director of Building Services

QUALIFICATIONS: Two (2) years experience in a janitorial occupation and High School diploma preferred. Ability to handle heavy machinery related to cleaning.

SCHEDULE: This is a full time position with hours to be designated by Director of Building Services.

RESPONSIBILITIES/OBJECTIVES:

- Perform assigned cleaning duties in a safe and efficient manner.
- Maintain supplies and equipment in a manner which minimizes cost of repair or replacement.
- To adhere to all Human Rights regulations and policies pertaining to confidentiality.
- Assist other members of the staff in the movement of equipment and materials as needed.
- To be familiar with the agency's overall operation as established by written description of service and organizational information.
- To perform additional duties as required or directed.

PHYSICAL REQUIREMENTS: Ability to lift up to 50 lbs. Ability to perform primary job functions while standing for extended periods of time.

STATUS: Non-Exempt

STATE CONTRACT CROSS REFERENCE TITLE: Program Manager

JOB DESCRIPTION: Janitor

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date