**JANITORIAL TECHNICIAN**

Classification: Full Time Non-Exempt

Reports To: Facilities Manager

Date: April 2, 2019

**JOB DESCRIPTION**

The Janitorial Technician serves Summit Christian Center by assuring the facility is clean and in excellent condition to support the functions of the day to day operations of our learning center and business offices as well as weekend ministry and special events.

**RESPONSIBILITES AND DUTIES**

* ALL work is documented in the work order system
* All work must be performed to the standards of excellence and best practices as set by the manager
* Janitorial duties including but not limited to:
	+ Cleaning floors (dusting, mopping, buffing, waxing, stripping, sealing, polishing)
	+ Shampooing rugs
	+ Washing walls and glass
	+ Sanitizing a variety of surfaces using chemicals
	+ Gathering and removing trash and debris
	+ Cleaning and polishing furniture and fixtures
* Will ensure building security and safety by performing such tasks as locking doors after operating hours
* Other duties may include:
	+ Notifying management of inventory/supply requirements
	+ Notifying management of need for repairs
	+ Moving heavy furniture, equipment, and supplies, either manually or by using hand trucks

**COMPENTENCIES**

* Analytical Skills Required: must look at a lot of different information and prioritize task based on time constraints and order of importance while following a schedule
* Communication Skills Required: must be able to clearly explain in layman’s terms both verbal, in writing and via email
* Time Management Skills Required: Prioritizing task when working independently but always adhering to the cleaning schedule set by the manager
* Must have the aptitude to learn a windows based computer environment
* Must be able to work independently with little or no supervision as some shifts are covered without additional team members present

**POSITION TYPE/EXPECTED WORK HOURS OF WORK**

This is a full-time position. Typical work week will be 5 days with varying hours on a fluctuating schedule typically during the evening and at night.

**SUPERVISORY RESPONSIBILITY**This position has no supervisory responsibilities.

**WORK ENVIRONMENT**This job operates in a professional office environment. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to outside weather conditions.

**PHYSICAL DEMANDS/REQUIRMENTS**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.

* Ability to ascend and descend staircases
* Constantly position self to stoop, kneel, crouch and use ladder
* Able to extend hands and arms to complete assigned tasks
* Must be able to remain in a stationary (sitting or standing) position for an extended period of time
* Must be able to push or pull objects and carts when needed
* Must be able to move objects horizontally, from position-to-position
* Exert up to 50 pounds of force occasionally, up to 35 pounds of force frequently, and up to 20 pounds of force constantly to move objects
* Express and exchange ideas by means of spoken word
* Ability to receive detailed information through oral communication, and to make the discriminations in sound
* Repeat movements and motions of the wrists, hands, and fingers
* Required to have close visual acuity to perform an activity such as, but not limited to:
* Viewing a computer screen
	+ Reading written documents
	+ Determining accuracy, neatness, and thoroughness of the work assigned or to make general observations of event structure and layout
* Subject to both inside and outside environmental conditions.
* Subject to noise, there may be noise to cause the worker to shout in order to be heard above ambient noise level

**TRAVEL**No travel is expected for this position.

**REQUIRED EDUCATION AND EXPERIENCE**

* Some janitorial experience is required
* High school diploma or GED diploma
* Must pass background check

**PREFERRED EDUCATION AND EXPERIENCE**

* Experience working for or with non-profit organization or educational setting is desired

**ADDITIONAL ELIGIBILITY QUALIFICATIONS**

* Must adhere to employee handbook
* Must be eligible to work in the US

 **OTHER DUTIES**Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**SIGNATURES**This job description has been approved by all levels of management:

Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_