

# SOUTHEAST ALABAMA REGIONAL PLANNING AND DEVELOPMENT COMMISSION (SEARPDC)

## JOB DESCRIPTION

Job Title: Janitor

Grade: 3

Department: Head Start

Safety Sensitive Job: No

FLSA: Non-Exempt

Security Sensitive Job: Yes

Job Description Prepared: May 2023

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

## Relationships

Reports to: Center Director

Subordinate Staff: None

Internal Contacts: All Departments; All Employees

External Contacts: Vendors, Parents, Families, Contractors

## Job Summary

Under the general supervision of the center director, the employee serves as a janitor for cleaning the centers to include hallways, classrooms, lunchrooms, offices, any additional rooms and all facilities in a timely manner while ensuring all areas remain neat and organized. Will perform various cleaning duties throughout the center. This position is considered security- sensitive and is subject to a pre-employment background check and random drug screenings. Some travel within the seven (7) county catchment area may be required.

## Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

**ESSENTIAL FUNCTION: Janitor. Cleans all buildings in a timely manner.**

1. Vacuums, Sweeps, and/or mops all flooring throughout the center as needed.
2. Cleans and disinfects all restroom areas as needed throughout the shift ensuring all areas remain sanitary and free of any debris, liquids, or other unwanted materials.
3. Dusts all areas to include but not limited to window seals, baseboards cabinets, counters, doorframes, desktops, pictures, signage, etc.
4. Cleans all glass, windows, and mirrors to remain clear of any fingerprints, smudges, etc. as needed.
5. Removes all trash and debris from indoor / outdoor receptacles.
6. Keeps sidewalks, walkways and entrances swept and free of any trash or debris.
7. Keeps any door mats, safety mats, or welcome mats free of sand, trash, debris.
8. Cleans, sanitizes and deodorizes all facilities throughout the day to maintain cleanliness at all times.
9. Keeps building disinfected for health and safety of all staff and children.
10. Keeps all laundry clean, dry, folded, and put away within the center.
11. All other cleaning duties as needed.

**ESSENTIAL FUNCTION: Stocker. Keeps all cleaning items and routine paper products stocked**

1. Restocks all paper products in all facilities daily
2. Maintains and refills all soap dispensers and sanitizing stations
3. Restocks all trash bags in receptacles throughout center, both indoor and outdoor
4. Keeps center director aware of any items that need to be ordered in advance of need to include but not limited to paper products, sanitizing items, cleaners, hand soaps, etc.

**NON-ESSENTIAL FUNCTION:**

Performs other job-related duties as required or assigned.

**Knowledge, Skills and Abilities**

(\*Can be acquired on the job)

1. Knowledge of SEARPCD rules, regulations, policies, and procedures.
2. Knowledge and mechanical ability to operate the assigned equipment to include but not limited to vacuum cleaner, mops, dusting equipment, etc.
3. Knowledge and ability to clean up blood and bodily fluids in the workplace in a safe manner.
4. Ability to read instruction manuals printed in English.
5. Ability to follow oral and written instructions.
6. Ability to perform a wide variety of job tasks, in a safe manner without endangering any employee, child, visitor, vendor, etc.
7. Ability to follow through with assignments with minimal supervision
8. Ability to follow orders and directives and work with supervisor and other staff
9. Ability to adhere to health and safety standards
10. Ability to maintain Confidentiality

### Minimum Qualifications

1. High School Diploma or GED Required.
2. Minimum of one (1) year working as a janitor or similar role.
3. Possess a current and valid driver's license; must be insurable and provide proof of insurance.
4. Ability to successfully pass a pre-employment background check, DHR Required Pre-employment screens to include ABI and CA/N Checks and an initial drug and alcohol screen.

### Physical Demands

This is a physical position requiring standing; walking; bending; twisting; reaching; stooping; lifting (up to 65lbs on an infrequent basis) and occasional climbing. Employee would have moderate exposure to cleaning fumes. Physical ability to work assigned shift, occasional overtime as required, local travel with exposure to changing weather conditions. Required to talk to or hear staff, children/families and/or others.

### Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

This job description does not represent an employment contract. The job is "at will". Nothing in this job description restricts the supervisor or organization's rights to assign or reassign duties and responsibilities to this job at any time.