

# **JEFFERSON TRANSIT AUTHORITY**

## **Position Description**

**POSITION TITLE:** Facility Janitor

**SUPERVISOR:** Fleet & Facilities Manager

**SCOPE OF RESPONSIBILITY:**

Under general supervision, perform janitorial duties as outlined below at 63 Four Corners Rd. and 440 12th Street facilities. All public access and staff areas are to be cleaned and maintained in such a manner as to reflect the professional level of work, conduct, and service that staff and ridership of Jefferson Transit Authority expect and deserve. Expected standard is to provide a level of cleanliness where janitorial concerns will not be identifiable by a casual observer. Dust, dirty carpets, stains, spills, smudges etc. on doors, windows, or walls are all readily noticed by staff and public which draws attention to the janitorial services being provided and are therefore unacceptable.

**ESSENTIAL FUNCTIONS:**

- Clean all common areas including:
  - Thoroughly sweep, vacuum, and/or mop common area floors at least twice per week.
  - Empty and clean trash containers daily.
  - Clean all tables, chairs, and counter surfaces.
  - Clean all other surfaces including handrails, door handles, and walls (spot clean) as needed.
- Clean all facility restrooms including:
  - Check paper supplies daily, refill as needed.
  - Thoroughly sweep, vacuum, or mop restrooms at least twice per week.
  - Empty and clean trash containers daily.
  - Wash/disinfect surfaces such as restroom doors, door handles, stall walls, handrails, etc. as needed.
  - Clean toilets, urinals, sinks, and showers at least twice per week.
- Clean kitchen area, in addition to common area cleaning tasks listed above:
  - Clean cabinet exteriors and sinks as needed.
  - Clean appliance interiors and exteriors as needed
- Maintain work area and equipment in a clean and safe manner.
- Report any observed facility damages or janitorial supply needs to supervisor.
- Other duties as assigned by supervisor.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to perform essential job functions with limited supervision.
- Ability to establish and maintain effective working relationships with other transit employees and supervisors.
- Ability to respond appropriately to specified task requests.
- Ability to conduct effective verbal and/or written communication regarding position duties and responsibilities.
- High school diploma or equivalent.
- Clean driving record.

Experience as a janitor or custodian preferred.

**SPECIAL REQUIREMENTS:**

- Must pass a pre-employment substance abuse screening as a condition of employment.
- If selected for the position, documentation of United States citizenship or an alien lawfully authorized to work in the United States will be required to establish identity and work authorization in accordance with the employer's obligation under the Immigration Reform and Control Act of 1986.

**WORK SCHEDULE:**

Part-time, typically 4 hours per day, five days per standard workweek (20 hours/week) during normal JTA hours of operation. Hours may vary according to work schedules and tasks to be accomplished with evening and weekend work necessary at times to accomplish the duties of the position as determined by the immediate supervisor.

**SALARY & BENEFITS:**

Wage and benefits are per salary schedule.

**This is a non-exempt position as defined by the Fair Labor Standards Act (FLSA).**

**PHYSICAL DEMANDS:**

(Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%)

<b>Sitting:</b>	Occasionally.
<b>Standing/Walking:</b>	Continuously.
<b>Driving:</b>	Occasionally.
<b>Lifting/Carrying:</b>	Frequently up to 25 pounds. Must be able to lift 50 pounds.
<b>Bending/Squatting/Kneeling:</b>	Frequently.
<b>Pushing/Pulling/Reaching:</b>	Frequently.
<b>Twisting:</b>	Frequently.
<b>Overhead Reaching:</b>	Frequently.
<b>Climbing:</b>	Occasionally.
<b>Handling/Grasping:</b>	Frequently.
<b>Talking:</b>	Occasionally.
<b>Hearing:</b>	Continuously.
<b>Fine Finger Manipulation:</b>	Frequently.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.*

*Jefferson Transit is an equal opportunity employer and does not discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veterans status, disability status, sexual orientation or any other basis prohibited by federal, state or local law. Please let Jefferson Transit know if you need accommodation in order to participate in the application process.*