

Job Description and Standards of Performance

<u>Position Title:</u> Head Janitor	<u>Affiliation:</u> Guild
<u>Department:</u> Facilities	<u>Department #:</u> 7440
<u>Date Updated:</u> 6-15-07	<u>Updated by:</u> Dobson
	<u>Job Code #:</u> 42F034

Position Purpose/Objective:

Perform maintenance and cleaning tasks, acts as work coordinator and lead trainer for janitorial/cleaning workgroup.

All core duties are listed before supporting duties. The relative importance of duties relates to the anticipated impact of that duty to the business, department, customer, and/or product.

Position Duties	Meets Expectations When:
Performs duties of Janitor and Building Utility Person. CORE	<ul style="list-style-type: none"> Duties are performed to expectations listed on that job description.
Completes maintenance projects as needed. CORE	<ul style="list-style-type: none"> Responds to Help Desk requests in a timely and professional manner. Completes maintenance projects such as; office reconfiguration, painting, patching walls, light bulb replacements and repairs as requested. Follows all safety procedures and cleans up after project is complete.
Package and supply delivery, recycling, tracking/ordering supplies. CORE	<ul style="list-style-type: none"> Freight logs are maintained on a daily basis (Monday-Friday). The log contains shippers name, who the freight is for and date received. Overnight packages are delivered in a timely manner. Maintains janitorial supplies and orders needed items accordingly.

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<p>Delegates work assignments to janitorial/cleaning staff. Trains facilities team members as appropriate. CORE</p>	<ul style="list-style-type: none"> • Manager is kept up to date with project progress and maintenance/janitorial issues. • Delegation is completed in an effective and professional manner with a strong customer service focus. • Training is effective.
<p>Maintains the internal and external elements of the facilities. This includes maintenance, cleaning, snow removal, etc.. CORE</p>	<ul style="list-style-type: none"> • Performs janitorial duties as required (see Cleaning Person and Janitor/ Building Utility Person's job descriptions). • Snow and ice is removed on an as-needed basis.
<p>Responds to building alarms. CORE</p>	<ul style="list-style-type: none"> • Building alarms are responded to immediately. Follows protocol for proper alarm response. Communicates with appropriate parties regarding the nature of and response to the situation that triggered the alarm.
<p>Vendor contact. SUPPORTING</p>	<ul style="list-style-type: none"> • Contacts vendors and orders supplies as needed.
<p>Uses available technology to support efforts as needed. SUPPORTING</p>	<ul style="list-style-type: none"> • Possesses adequate knowledge of all pertinent software/systems necessary to perform duties efficiently.
<p>Other related duties as assigned. SUPPORTING</p>	<ul style="list-style-type: none"> • Additional duties are performed in a timely and accurate manner.

Required Education and/or Experience/Knowledge:

Customer Service skills and the ability to recognize projects and complete these projects without being told.

Required Skills:

Must be able to lift fifty pounds, be able to use various types of mechanical equipment (i.e. snow removal equipment, various mechanical and electric hand tools, pallet jack, etc), to climb ladders and work around heights, and have a basic knowledge of general maintenance and cleaning.

Effective communication skills. Basic computer skills.

Basic computer skills.

This position reports to:

Manager of Contract, Supplies and Facilities.