



**JOB DESCRIPTION**

<b>TITLE</b>	Janitor	<b>DEPARTMENT</b>	Administration
<b>PAY GRADE</b>	1	<b>FLSA STATUS</b>	Non - Exempt
<b>CLASSIFICATION</b>	Part Time	<b>REPORTS TO</b>	Chief Administrative Officer
<b>SUPERVISES</b>	None	<b>JOB LOCATION</b>	#2 Merchant Drive

**JOB SUMMARY:** The janitor performs a variety of janitorial, custodial and/or maintenance tasks to maintain a clean and safe work environment. May be utilized for other programming including handyman projects.

**MAJOR TASKS:**

1. Sweeps, vacuums and mops floors and stairs.
2. Cleans and sanitize bathrooms daily.
3. Clean sinks, countertops, microwaves, and refrigerators in break rooms.
4. Restock supplies in bathrooms, break rooms and common areas.
5. Empty all trash cans and replace liners, clean receptacles as necessary.
6. Dust such items as blinds, furniture, file cabinets and desks that are not cluttered.
7. Clean windowsills and windows.
8. Maintain janitor closets in a clean, organized and safe manner.
9. Maintain janitorial equipment in a clean, safe and operable condition.
10. Proper labeling, dilution and use of all chemicals.
11. Purchase cleaning as necessary.
12. Replaces light bulbs and fuses.
13. General maintenance of grounds including removal of snow from sidewalks and salting of walkways.
14. Other routine maintenance.
15. Possible involvement and work assignments in possible new handyman project.
16. Performs other duties as assigned by the Chief Administrative Officer.

**EDUCATION AND EXPERIENCE REQUIREMENTS;**

1. High School or General Education Development (GED) diploma.
2. Six months or more of related experience.
3. Valid Missouri driver's license.
4. General handyman skills preferred. Ex: moving boxes, furniture, hanging pictures, cleaning gutters, washing windows etc....

**OTHER REQUIRED CAPABILITIES AND QUALIFICATIONS:**

1. Ability to plan and organize work assignments.
2. May be required to travel in or out of community with own vehicle.
3. Basic computer skills (Microsoft Office, Word and Excel)
4. Strong attention to detail.
5. Must be a problem-solver, with the ability to think and problem solve on your feet.



**Jefferson Franklin**  
COMMUNITY ACTION CORPORATION

6. Must be able to lift 50 lbs., reach overhead, walk on roofs, drive a vehicle, climb a two-story ladder, and climb through 24" square opening to attics or crawl spaces.
7. Must be able to remain on your feet for several hours.

I acknowledge receipt of my job description.

<b>Employee Signature</b>		<b>Date</b>	
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Job Description has been approved by:

Board Approved:

**JFCAC IS AN EQUAL OPPORTUNITY EMPLOYER**

\*\*JFCAC reserves the right to modify, interpret, or apply this job description in any way it desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. The job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will". This job description is subject to change to reasonably accommodate qualified disabled individuals.