

Downeast Community Partners

Job Description

Position Title:	Janitorial Technician
Division:	Early Childhood Program
Reports To:	Center Coordinator
Supervises others:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
FLSA Status:	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Exempt
Last Revised:	06/03/2021

POSITION SUMMARY:

This position is responsible for general janitorial functions in an Early Care and Education Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs janitorial, maintenance and yard work functions at the Early Care and Education Center on a daily basis. Work needs to be completed after child care service hours.
2. Performs a thorough cleaning of the agency facility including classrooms, hallways and entrance.
3. Gather and dispose of trash
4. Wet mop, buff, strip, wax and polish floors as needed
5. Clean and disinfect bathrooms
6. Shampoo rugs and furniture as directed by supervisor
7. Clean vents, fixtures and high dust windows and doorframes
8. Move furniture and other heavy objects as required
9. Performs daily inspection of the facility and grounds for health, safety and hazardous conditions. Reports findings to the center coordinator
10. Maintain an adequate supply of cleaning products and paper goods in coordination with center coordinator
11. Other duties as assigned by the center coordinator.

Maintains strict confidentiality in regards to children, families, and staff in accordance with established policies and procedures. Must be flexible and able to work with and maintain positive relationships with multiple staff members. Knowledge of computerized data base systems and Microsoft Office, budgets, and budgeting systems. Strong organizational and multi-tasking skills; strong written and verbal communication skills.

Safety & Wellness:

1. **Actively promotes safety and accident prevention within the workplace.**
2. **Reports any unsafe conditions, incidents and/or accidents immediately.**

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned by the supervisor

GENERAL EXPECTATIONS:

- Working knowledge of sanitation and infection control procedures and general maintenance functions
 - Ability to understand technical directions, manuals and instructions
 - Ability to work independently with minimal direction
 - Ability to work evening and week-end hours to complete tasks not able to be conducted when children and staff are on site.
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PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; repetitively use hands to finger, handle, or feel, including operation of a standard computer keyboard; reach with hands and arms and talk, see and hear; and lift and carry up to 40 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

- Be able to communicate both verbally and in writing.
 - Be able to bend and recover frequently
 - Be able to lift up to 40 pounds occasionally
 - Be able to climb ladders, use mechanical cleaning equipment and various hand tools
 - Be able to visually inspect and assess work needs in the facility daily
 - Be able to crawl or climb into awkward spaces occasionally
 - Be able to use hands and arms to operate hand tools
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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS NEEDED FOR POSITION:

High school diploma and work experiences related to facility upkeep and maintenance. Must pass background checks and be fully vaccinated for COVID-19 or be approved for a religious or medical waiver.

**** All requirements and skills are considered to be essential, unless otherwise indicated. ****

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature

I have read and understand, am able to perform the essential functions and meet the requirements and conditions of employment of the position. I will notify my supervisor of any changes in my ability to perform and/or meet the essential functions, requirements and/or conditions of employment of the position.

Employee's Signature

Date

Employee's Printed Name