

Innovative Services NW Job Description

Job Title: NonPrevailing Wage Lead Janitor



CLASSIFICATION: 32

HOURLY/SALARY RANGE: \$15.50-16.00/hour for non-prevailing wage sites

REPORTS TO: JANITORIAL SUPERVISOR

EFFECTIVE DATE: 7/19/2021

INNOVATIVE SERVICES NW LOCATED AT: 9414 NE FOURTH PLAIN ROAD, VANCOUVER, WA 98685

SUMMARY: Perform janitorial duties as established by the organization and work contract at a community worksite. Flexibility in hours and days worked is needed. Keep all organizational information confidential. Perform other duties as assigned.

ESSENTIAL FUNCTIONS:

- Perform janitorial job tasks that are required by the program or customer contract specifications.
- Job tasks include but are not limited to: restroom cleaning, trash and recycling removal, dusting, polishing, floor mopping, floor polishing/buffing, vacuuming, carpet spotting, general touch-up cleaning and window washing.
- Follow all organizational / program policies and procedures.
- Ensure safety measures are met according to the program, organization, state and federal laws.
- Report all work related accidents and incidents immediately to a janitorial supervisor.
- Complete and submit all required paperwork, reports and schedules in established time frames.
- Keep inventory of needed supplies as assigned; notify janitorial supervisor when supplies need to be ordered.
- Maintain equipment in good clean working condition and report repair needs to janitorial supervisor.
- Maintain any Site Log Books that contains information and forms required by the organization and the customer contract.
- Communicate with the field janitorial supervisors when damage, incidents and unusual events occur or when additional time will be required to complete contract services.
- Attend all staff meetings, in-service training, and other events as requested.

LEAD FUNCTIONS

- Establish and assign work tasks and timelines for site janitorial staff so all work is completed according to contract
- Ensure security is maintained for assigned worksite
- Hold regular site meetings to discuss and problem solve any quality or service issues
- Perform occasional quality check, e.g. edge cleaning, cleanliness of cans, dusting, scrubbing, etc.
- Escalate staff performance concerns to Operations Supervisor and/or Program Manager for resolution

SUPERVISORY RESPONSIBILITY: This position has no supervisory responsibility for other staff.

WORK ENVIRONMENT: The janitor normally performs their work in a commercial office setting. While primarily responsible for the cleaning of common areas and waiting areas, they may come into contact with contagious illnesses and bodily fluids.

- In an Enclosed Vehicle or Equipment
- Indoors, Environmentally Controlled
- Indoors, Not Environmentally Controlled

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. Employee will occasionally need to move and lift objects up to 40 lbs.

POSITION TYPE AND EXPECTED HOURS OF WORK: Hours of work and days are normally Monday through Friday between the hours of 5pm to 2am. Occasional weekend work may be required as job duties demand.

TRAVEL: Travel is primarily locally during the business day to and from client jobsites.

REQUIRED EDUCATION, CERTIFICATION(S) AND EXPERIENCE

- Must be able to pass any customer/organizational background checks, as required.
- Must be able to physically perform a variety of janitorial tasks.
- Must be able to keep accurate records and reports.
- Should have a valid driver's license and proof of auto insurance.
- Should have two years previous experience in building service maintenance, janitorial or housekeeping.

AN EQUAL OPPORTUNITY EMPLOYER

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AAP/EEO STATEMENT: Innovative Services NW provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

OTHER DUTIES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURES:

This job description has been approved by all levels of management:

Manager _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____