

Innovative Services NW Job Description

Job Title: Janitorial Specialist



CLASSIFICATION: 32

HOURLY/SALARY RANGE: \$20.00 - \$24.00 | \$300 sign on bonus after 60 days

REPORTS TO: JANITORIAL SUPERVISOR

EFFECTIVE DATE: 06/10/2022

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

SUMMARY: Perform carpet, hard floor, window cleaning and janitorial services according to contract requirements and assigned work schedule at a wide variety of sites. Achieve acceptable quality in all aspects of work performed. Flexibility in days and hours worked required. Keeps all organization information confidential. Perform other duties as assigned.

ESSENTIAL FUNCTIONS:

Carpets:

- Perform pre-spotting, extraction, shampoo, encapsulation and bonneting on carpets in multiple work sites.
- **Use only approved carpet cleaning methods, chemicals and equipment.**
- Upholstery cleaning tasks will be required as contracted.
- Utilize various types of portable carpet cleaning equipment in work performance.

Hard Floors:

- **Perform stripping, scrubbing, waxing and polishing on hard floor surfaces in multiple work sites.**
- Use only approved floor waxes, sealers and chemicals.
- Utilize auto scrubber and burnishing machine in work performance.
- Utilize turbo tool equipment for grout / hard floor surface cleaning.

Windows:

- Perform interior and exterior window cleaning in multiple work sites.
- **Utilize ladders and window washing poles in work performance.**

Common essential duties:

- Ensure accept quality work is completed on time and work schedule is being met.
- Follow up on previous days' work to ensure outcomes meet quality standards.
- Provide excellent customer service when required.
- **Perform janitorial duties at site when requested. See janitor job description for duties.**
- Clock in and out at job sites on Janitorial Manager smartphone app
- **Work with Operations Supervisor to maintain equipment (including vehicles) in proper working condition and meet equipment safety requirements. Report any equipment problems to supervisor or resolution.**
- Keep inventory of supplies in vans/store room; notify management when supplies need to be reordered.
- Ensure safety measures are met according to the janitorial contract, organization Safety guidelines and the State and Federal laws.
- Ensure SDS book is current and carried to all sites where work is performed.
- Communicate all damage and any non-standard work issues, to supervisor immediately.

SUPERVISORY RESPONSIBILITY: May be assigned helpers occasionally. Coordinates with onsite janitorial staff.

WORK ENVIRONMENT: This job operates in a professional office environment. This role routinely comes in contact with loud machinery.

- 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. This is a largely sedentary role; however, some filing is required. This would require the ability to lift heavy machinery from vehicles to job site.

POSITION TYPE AND EXPECTED HOURS OF WORK: This is a full time position and hours of work and days are Monday through Friday 5pm to 2am. Occasional evening and weekend work may be required as job duties demand.

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

AN EQUAL OPPORTUNITY EMPLOYER

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REQUIRED EDUCATION, CERTIFICATION(S) AND EXPERIENCE

- Must pass any customer requested background check when required.
- Must have at least two years of verifiable hard floor maintenance experience.
- Must have a valid driver's license and proof of vehicle insurance.
- Must be able to lift 50 pounds.
- Must be able to keep accurate records and reports
- **Must be fully vaccinated against COVID-19**

PREFERRED

- Current IIRC certification

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, 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.