

JOB DESCRIPTION

General Job Title: Janitor

Original Date: [Click here and type]

Revised Date: [Click here and type]

Unit: [Click here and type]

Department: [Click here and type]

Basic Function and Scope of Responsibilities: Keeps hotel, office building, apartment house, or similar building in clean and orderly condition and tends furnace, air-conditioner, and boiler to provide heat, cool air, and hot water for tenants, performing any combination of following duties: Sweeps, mops, scrubs, and vacuums hallways, stairs and office space. Regulates flow of fuel into automatic furnace or shovels coal into hand-fired furnace. Empties tenants' trash and garbage containers. Maintains building, performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities, using handtools. Replaces air-conditioner filters. Cautions tenants regarding complaints about excessive noise, disorderly conduct, or misuse of property. Notifies management concerning need for major repairs or additions to lighting, heating, and ventilating equipment. Cleans snow and debris from sidewalk. Mows lawn, trims shrubbery, and cultivates flowers, using handtools and power tools. Posts signs to advertise vacancies and shows empty apartments to prospective tenants. May reside on property and be designated Manager, Resident (any industry).

Principal Responsibilities:	Percentage of Time
- [Click here and type]	%
- [Click here and type]	%
- [Click here and type]	%
- [Click here and type]	%
- Perform other job-related duties as assigned	%

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Education Requirements: Check the minimum level of formal education that is required to perform this job satisfactorily.

- | | |
|--|--|
| <input type="checkbox"/> High School Diploma or GED | <input type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> Vocational School or some college courses | <input type="checkbox"/> Master's Degree |
| <input type="checkbox"/> Associate's Degree, Trade or Technical School | <input type="checkbox"/> Doctoral Degree |

List specific examples of degree(s), area(s) of study, and/or licensure(s), denoting (R) if required or (P) if preferred

Training, Skills, Knowledge and/or Experience: List specific examples, denoting (R) if required or (P) if preferred

- Specific training courses in this field (explain): [Click here and type]
- General experience in this field (explain): [Click here and type]
- Experience specific to this position (explain): [Click here and type]

Approved by (Supervisor):	Approved by (HR):	Salary grade (HR):	Cost center (HR):
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Authority:

Decision Making

What is the nature of the direct supervision that is provided to the incumbent of this position?

- Minimal direction is given

Financial Authority

Provide quantitative measurements (i.e. budgets, sales volumes, etc.) for which this position is responsible. Indicate type and amount:

[Click here and type]

Describe the impact of not carrying out or creating errors in the principal responsibilities of this position (Consider impact to department/company operations, internal and/or external customers, costs and timing of product or deliverables):

[Click here and type]

Contacts: List key contacts, purpose, and frequency for both internal and external contacts.

Function/Description	Purpose	Internal/External	Frequency
[Click here and type]	[Click here and type]	internal	daily
[Click here and type]	[Click here and type]	internal	daily
[Click here and type]	[Click here and type]	internal	daily

Supervisory Responsibility:

- .. No supervisory responsibility
- .. Provides guidance, leadership, or training to other employees (no direct supervision)
- .. Directly responsible for supervising non-exempt, clerical, or office administrative personnel
- .. Directly responsible for supervising exempt, professional, or technical employees
- .. Directly responsible for supervising supervisory/managerial employees

Organizational Structure:

Job Title to which this position reports: [Click here and type]

Job Titles directly reporting to this position: [Click here and type]

Job Titles indirectly reporting to this position (e.g. Titles reporting to position's subordinates): [Click here and type]

Working Conditions:

Please describe the following work conditions that are generally required to execute the principal duties of this position

Physical surroundings (e.g. office equipment): [Click here and type]

Adverse working environment (e.g. specify extent of exposure to noise, extreme temperature, dirt, dangerous machinery, or other hazardous conditions requiring safety adherence and/or PPE equipment): [Click here and type]

Physical Effort: (Specify repetitive lifting, bending, stooping, or other physical effort required): [Click here and type]

Domestic/International Travel:

Extensive Hours:

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. «_CompanyName», reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.