



Job Description

Title: Janitorial

Status: Full-Time Non-Exempt

Reports to: Housing Manager

Summary of Position: Primary duty of this position is to provide janitorial service to common areas of residential buildings, occasional cleaning of vacant apartments, and other janitorial services that allow WASI to provide safe, decent, affordable housing for seniors of the Mat-Su Valley.

Responsibilities and Duties:

- Understand and support the mission and core values of WASI
- Sanitize hard surfaces – for example, knobs, switches, counter tops, tables, chairs, and elevators
- Vacuum carpets, mop vinyl floors, dust and keep areas looking neat
- Clean bathroom, water floor drains, stock paper products and soap
- Keep exterior entry areas swept and clear of leaves and debris
- Empty trash receptacles
- Clean vacant apartments when instructed
- Perform other duties or tasks as assigned

Qualifications:

Skills and Abilities Required:

- Clean Background check and drug test. Use of marijuana is disqualifying.
- Current valid Alaska driver's license, proof of insurance, and clean driving record
- Ability to interact positively with seniors and co-workers
- Must be able to accept directions from Managers
- Must be able to redirect attention as priorities change

Skills and Abilities Preferred:

- High school diploma or equivalent
- Experience in janitorial services

Core Competencies:

- Task completion and timeliness
- Resource management (using supplies properly and safely)
- Self-manager (Initiates, prioritizes, and completes tasks)
- Positive attitude (treats others with respect, maintains personal dignity, “friendly professional”)

Physical Demands:

This is predominantly physical work. While performing the responsibilities of the Janitor position, the employee is required to talk and hear. The employee is often required to stand, reach, and sit, and to use their hands and fingers to handle or feel. The employee is often required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl and sometimes lift a heavy object and move heavy appliances with assistance. Vision requirements include close vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally loud. The employee will use cleaning liquids, hand-operated brushes, rags, mops, and sponges, and powered devices such as vacuums.

NOTE: WASI is a dynamic organization changing as needed to best address its goals. This job description is representative of duties at a moment in time and is intended as a "living document" updated periodically to reflect changes in job responsibilities and/or emphasis. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job and identify performance measures and potential training needs.

I received a copy of this job description, and the responsibilities of my job were explained to me by my supervisor.

Signature

Printed Name

Date

Supervisors Signature

Printed Name

Date