

POSITION DESCRIPTION JANITOR

I. INTRODUCTION

The Janitor has the primary responsibility for general and detailed cleaning activities for Central Texas Housing Consortium (CTHC) at assigned sites. All tasks are performed in accordance with federal, state and local laws, applicable regulations and CTHC policies and procedures.

II. DUTIES AND RESPONSIBILITIES

- A. Perform janitorial work necessary to the upkeep and operation of CTHC, which will include the following:
1. Employee will work at locations as assigned such as:
 - Frances Graham Hall (15,200 sq. ft.)
 - The Kyle (10,200 sq. ft.)
 - Golden Haven Apartments (12,100 sq. ft.)
 - Friendship House
 - Rose Hall
 - THA Main Office
 - BHA Main Office
 - Harvest House Apartments
 - Other sites
 2. Complete tasks as outlined in detail on the assigned building's Janitorial Duties Sheet.
- B. Perform other duties as required.

III. EDUCATION/SKILLS

- A. Able to operate normal janitorial equipment, simple mechanical hand tools, and other miscellaneous equipment.
- B. Exercise a high degree of diplomacy in dealing with CTHC staff, residents and clients, being careful to avoid confrontation or arguments. Employee must manifest exemplary professional courtesy and conduct at all times.
- C. High school diploma or GED required. Employee must possess reading and writing skills that will enable the employee to comprehend written materials such as safety instructions, assembly instructions and warnings.
- D. Two years relevant janitorial experience and/or training.

IV. WORKING CONDITIONS

Required to work indoors and outdoors in inclement weather as needed.

V. PHYSICAL REQUIREMENTS

Employee must be able to perform the essential functions of the job. This position requires physical ability which involves walking, sitting, standing, lifting up to 20 pounds, bending, stooping, climbing stairs, working in cramped positions.

VI. OTHER REQUIREMENTS

Employee must not be involved in the unlawful manufacture, distribution, possession, dispensation, or use of a controlled substance. The Executive Director may terminate the employee for these practices.

VII. SUPERVISION RECEIVED

This position is under the direct supervision of the Maintenance Director or the Administrative Manager or their designated representative.

CERTIFICATION: I have read and understand the above position description, and I agree to fulfill all job requirements.

Employee's Signature

Date