

Position Description

Position Title: Janitor	Department: Heliport	
Reports To: JRB Director of Operations	Exempt/Non-Exempt: Non-Exempt	Location: JRB

Part I:

Job Summary
Performs custodial throughout building interiors.

Part II:

Key Job Responsibilities/Accountabilities
Maintain the cleanliness of all public areas according to checklist
Clean office areas according to checklist
Replenish restroom supplies as needed
Inventory stock and inform management when supplies are needed
Complete other duties as assigned for general operation of facility and location

Part III:

Qualifications/Primary Job Requirements
Good interpersonal skills
Overtime, weekends, and holidays required
Attention to detail
Comply with dress code/professional appearance

Part IV:

Physical Requirements (Check all that apply):

	Physical Requirement		Physical Requirement		Physical Requirement
X	Vision	X	Clear Speech	X	Hearing/Listening
X	Twisting	X	Pushing/Pulling	X	Bending
X	Lifting/Lowering Weight Under 20 lbs	X	Lifting/Lowering Weight 20-50 lbs		Lifting/Lowering Weight Over 50 lbs
X	Kneeling	X	Sitting		Driving
X	Carrying	X	Climbing (Step stools, ladders)	X	Repetitive Motion Hand/wrist; Elbow/Shoulder
X	Standing/Walking	X	Move between locations	X	Touching Dexterity; Hand; Finger

Cognitive Requirements (Check all that apply)

	Cognitive Requirement				
X	Reading Skills Basic	X	Writing Skills Basic	X	Math Skills Basic
X	Language – English				

Work Environment (Check all that apply):

	Work Environment		Work Environment		Work Environment		Work Environment
X	Verbal Contact w/others (specify)	X	Face to Face Contact (specify)	X	Works Alone (specify)	X	Works With Others (specify)
	Travel (specify)	X	Fumes	X	Noise Level (Moderate)		Weather Conditions Outdoor and indoor

Disclaimer:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This position description in no way states or implies that these are the only duties to be performed by the employee(s) occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- The company reserves the right to add to or revise an employee's job duties at any time at its sole discretion.
- This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

I acknowledge that I have read this position description and have received a copy for my records.	
Employee Signature:	
Date:	