

	for everyone at the facility
0-15	Communications--Maintains communication with the JSD Skill Trainer/JSD Supervisor to report status of work, problems or other relevant information. Fosters goodwill and motivation with all staff. Maintains a positive demeanor at all times. Open to new ideas or changes.

REQUIRED TECHNICAL SKILLS/ABILITIES: Prefer prior experience in a janitorial setting using equipment

REQUIRED LICENSES, CERTIFICATES, REGISTRATIONS: None

MINIMUM EXPERIENCE REQUIREMENT: None

MINIMUM EDUCATION REQUIREMENT: None

ACCESS TO CONFIDENTIAL INFORMATION: None

HANDLE ORGANIZATIONAL FUNDS: Not part of normal work duties.

LANGUAGE SKILLS REQUIRED: Level 2

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other staff members.

MATHEMATICAL SKILLS REQUIRED: Level 1

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY REQUIRED: Level 2

Ability to apply common sense understanding to carry out detailed but uninvolved written and/or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: This is a MEDIUM job (exert up to 50 lbs. of force occasionally, and/or up to 20 lbs of force frequently, and/or up to 10 lbs. of force constantly to move objects.)

Weight lifted or force exerted:	None	Occasionally	Frequently	Constantly
Up to 10 pounds	___	___	___	<u> X </u>
10 – 25 pounds	___	___	___	<u> X </u>
25 – 50 pounds	___	___	___	<u> X </u>
50 – 100 pounds	___	___	<u> X </u>	___
Over 100 pounds	___	<u> X </u>	___	___

VISUAL REQUIREMENTS: Must have good close vision, have good peripheral vision, and no depth perception problems.

ENVIRONMENTAL CONDITIONS: Work around moving mechanical parts, traffic conditions, hot and humid conditions, fumes/airborne particles, toxic/caustic chemicals, outdoor weather conditions, extreme hot/cold, risk of electrical shock, vibration.

NOISE LEVEL IN WORK ENVIRONMENT: Moderate

OTHER SPECIAL REQUIREMENTS: Must have reliable transportation.

DISCLAIMER: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the staff member but rather to provide a solid foundation for all staff members to become familiar with their assigned position and department. Refusal to perform assigned duties will be considered insubordination and is cause for immediate dismissal.

Revised 11/17; Reviewed 12/16; Revised 11/15; Reviewed 12/14; Reviewed 12/13; Reviewed 12/12; Revised 11/11; Revised 11/10; Revised 11/09; Revised 3/09; Reviewed 12/08; Revised: 12/07