

SENIOR SERVICES OF CENTRAL ILLINOIS, INC.

Job Description

PROGRAM: Administration

POSITION: Janitor

DUTIES & RESPONSIBILITIES: This position will primarily focus on tasks that would be necessary to maintain the readiness and availability of the building at 701 W. Mason, Springfield, IL for services to the seniors we serve and the staff of SSCI. Duties will include, but are not limited to the following:

- ◆ Daily thorough cleaning and sanitizing of all bathrooms including all toilets, fixtures, floors, etc.
- ◆ Empty all garbage daily from bathrooms.
- ◆ Vacuum all carpeted areas and throw rugs at least twice daily.
- ◆ Sweep and mop all vinyl flooring throughout the building at least daily and as needed.
- ◆ Wash, dry, and fold towels from the kitchenette every week.
- ◆ Clean and disinfect the kitchenette area daily.
- ◆ Dust furniture, fixtures, and baseboards on a regular rotating basis and as needed.
- ◆ Clean windows and walls as needed
- ◆ Assist the Activity Director in setting up rooms as needed for specific functions or activities, as needed.
- ◆ Assist the Maintenance Supervisor with various projects as needed.
- ◆ Cooperate fully with all management and staff, working as a team to ensure the safe and smooth daily operations of SSCI.
- ◆ Adhere to OSHA regulations. Review the list of all chemicals on-premises and maintain inventory of supplies.
- ◆ Communicate with Human Resources Director and Maintenance Supervisor regarding facility needs.
- ◆ Take pride in the appearance of our facility here at 701 W. Mason.
- ◆ Other duties as assigned.

SKILLS REQUIRED:

- ◆ Organizational and planning capabilities
- ◆ Good time management skills to be punctual, accomplish tasks in a timely and efficient manner
- ◆ Critical thinking skills and ability to work independently to keep the facility clean and safe as well as work as a team player to assist Maintenance Supervisor as well as other Program Directors
- ◆ Strong communication skills
- ◆ Positive attitude and a willingness to work with a diverse group of employees and seniors
- ◆ Flexibility in doing a variety of jobs on an as-needed basis

PHYSICAL DEMANDS:

- ◆ **Mobility & Stamina:** Ability to stand and walk for long periods at time.
- ◆ **Lifting & Carrying:** Ability to regularly lift and move supplies and items weighing up to 40 pounds. Occasionally assist with the moving of office furniture.
- ◆ **Body Agility:** Ability to bend, stoop, crouch, crawl and kneel for tasks like cleaning low fixtures or cleaning under furniture.
- ◆ **Repetitive Motion:** Significant hand/arm movement for wiping, sweeping, and operating, cleaning machinery such as vacuum cleaners and floor scrubbers.
- ◆ **Reaching & Climbing:** Reaching overhead to clean windows or using ladders to reach high areas.
- ◆ **Pushing & Pulling:** Ability to push and pull janitorial supplies such as brooms, mops, trash cans, cleaning carts, etc.

HOURS: This is a Monday-Friday, 35-hours per-week, non-exempt position, Shift is 7:00 AM-2:30 PM

REPORTS TO: Maintenance Supervisor and Director of Human Resources

Starting Hourly Rate of \$15.00