

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Janitor – Job Description
POLICY NUMBER: 2370
ADOPTED: Original – Unknown Date
REVIEWED: 07/22/13; 08/12/13, 07/14/15, 04/12/16, 06/10/20
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2370.10 The Janitor, under the broad policy guidance and with direction from the Finance Officer, works under minimal supervision with regard to the duties listed herein. This position requires the employee to have access to District facilities and equipment with little or no supervision.

2370.11 The Janitor is hired by the Finance Officer and General Manager and will be given an annual performance evaluation by the Finance Officer in accordance with MCSD Policy 2175.

2370.20 The Janitor: vacuums carpets, rugs, ceiling and fixtures, dusts, cleans bathrooms and windows, disinfects countertops and public areas, washes and cleans furniture, mops floors, shampoos carpets, empties trash cans and performs additional duties related to the cleaning of District facilities and equipment.

2370.21 This is a part time position of approximately twenty (20) hours per month. No District health or life benefits, retirement, vacation or holiday leave will be paid for the employee in this position. The rate of pay for this position appears on the Salary Schedule and is paid biweekly.

2370.30 Prerequisite Qualifications:

2370.31 A pre-employment physical shall be performed, at District expense, prior to employment. As this position requires the employee to perform labor requiring manual dexterity, the successful employee will be of adequate health and physical fitness, as determined by a physician, to perform the required duties. A pre-employment drug screening and a live scan is also required as a condition of district employment.

2370.32 Ability to work evening and/or weekend hours with little or no supervision. Must be able to lift and carry up to fifty (50) pounds.

2370.33 Must have a reliable personal vehicle with current liability insurance. Must possess a valid and appropriate California driver's license with a driving record acceptable to the District (Department of Motor Vehicle driving record printout required prior to employment). Recent experience in performing the janitorial duties listed above is required.

2370.34 Knowledge of: Tools and equipment used in the cleaning, sanitizing and general maintenance of public facilities or similar facilities.

2370.35 Ability to: use tools and chemicals with skill and safety, understand and follow oral and written directions, perform manual labor, often in inclement weather, and learn and follow District policies and procedures.

2370.36 Should be familiar with cleaning and sanitizing practices, supplies and their proper use.

2370.40 Basic Work Hours:

The office hours of the District are 8:00 a.m. to 5:00 p.m., Monday through Friday. The Janitor, however, does not hold set hours and is expected to work the hours necessary to complete the tasks.

2370.41 This position requires work schedules outside the Districts basic work hours and/or days. The Janitor is responsible for submitting a cleaning schedule for the General Manager's approval and for coordinating, in advance, any change to the schedule.

2370.50 Physical Requirements:

2370.51 Task: Completes paperwork and reports related to scheduled maintenance activity.

Physical Demand: Sitting, close vision, reading, handwriting, speaking, hearing, use of hands to finger, handle or feel objects.

2370.52 Task: Performs duties related to the cleaning of District facilities and/or equipment.

Physical Demand: Close and distance vision, color perception, hearing, clear speech, use of hands to finger, handle or feel objects, tools or controls, walking over uneven ground, climbing, kneeling, stooping, bending, sitting, squatting, upper and lower body flexibility, standing, lifting, pushing, pulling and carrying (regularly up to 25 lbs. and infrequently up to 50 lbs.).

2370.53 Tasks: Maintenance of interior office plants.

Physical Demands: Walking, lifting and carrying up to 25 lbs.; kneeling, stooping, bending, squatting close vision, use of hands, tools and water container.

2370.60 Environmental Demands:

2370.61 Inside: Frequently works indoors in temperature-controlled environment.

2370.62 Outside: Occasionally works out doors in a variety of weather conditions ranging from snow to +100° F.

2370.63 Fumes/Gases: Exposure to fumes from cleaning materials and dust from cleaning operations.

2370.64 Noise/Vibration: Moderate exposure to noise and vibration from cleaning tools and equipment.

2370.70 Mental Requirements:

2370.71 Reading: Minimal reading.

2370.72 Writing: Standardized check-off sheets.

2370.73 Math: Basic math calculations.

2370.75 Repetition: Monthly repetitive work.

2370.76 Judgment: Works independently.

2370.77 Social Skills: Ability to relate cooperatively with members of the public and District personnel.

2370.78 Communication Skills: Ability to organize and communicate thoughts orally and written. Ability to understand communications from others.

2370.80 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.