

# FOUR RIVERS BEHAVIORAL HEALTH

## Official Posting Notice

Effective [4/20/17] a PT vacancy for this position has been declared at the [Corporate]. Any individual interested in this position should contact the FRBH Human Resource Department at 425 Broadway, Paducah, KY 42001; phone # (270) 444-3625.

**Job Title:** Janitorial Worker

**Assigned to Scale:** January 19, 2017

**Pay Grade:** 2

**Resided:** NA

**Wage and Hour Status:** Non-Exempt

## JOB DESCRIPTION

### I. Position Overview:

This position can be full or part-time with a regular or variable work-week schedule. The individual who holds this position is responsible for performing any assigned cleaning related activity. The expectation is that an individual in this position will assist in procurement of supplies necessary to perform general and heavy duty cleaning tasks as well as tasks associated with general building appearance. This position may also be responsible for a variety of tasks that are nonetheless essential to the smooth functioning of the corporation under the heading of "Miscellaneous". This position reports administratively to the Janitorial Supervisor. The designated supervisor will be identified in the Appointment Letter.

### II. Major Tasks / Responsibilities

#### A. Supply Procurement and Safeguarding

1. Assists in keeping hazardous and non-hazardous item inventories according to established FRBH procedures and/or regulatory standards.
2. Assists in maintaining an inventory of supplies needed in order to fulfill job responsibilities.
3. Assists in obtaining appropriate purchase orders or other authorizations for purchases prior to submitting orders or incurring expenses.
4. Shops for inventory items as assigned.

#### B. Direct Labor

1. Strives to perform janitorial activities in a fashion that will enhance the environmental pleasantness for staff and consumers, while not compromising any structural integrity.
2. Performs any janitorial tasks that are within his/her knowledge and ability.
3. Expedites janitorial routines and schedules (daily, weekly, monthly, etc.) as assigned.
4. Adheres to all safety standards, especially in regards to safe-handling of any hazardous material.
5. Ensures machinery, equipment, and implements are properly used, cleaned, and stored.

#### C. General Cleaning

1. Cleans building floors by sweeping, mopping, or vacuuming.
2. Gathers and empties trash.
3. Services, cleans, and supplies restrooms.
4. Cleans and polishes furniture and fixtures.
5. Dusts furniture, walls, and equipment.
6. Cleans inside windows (including windows on office doors) and mirrors using cleaners, sponges and

squeegees.

**D. Heavy Duty Cleaning**

- 1. Cleans outside windows using cleaners, sponges and squeegees.
- 2. Steam cleans and/or shampoos carpets.
- 3. Strips, seals, finishes, and polishes floors.

**E. General Building Appearance**

- 1. Performs light duty landscaping.
- 2. Waters and maintains inside plants and outside plants in planter, replacing when necessary.
- 3. Performs routine inspection of lighting fixtures, replacing light bulbs when necessary.

**F. Miscellaneous**

- 1. Meets productivity standards as assigned.
- 2. Assists in keeping hazardous and non-hazardous item inventories according to established FRBH procedures and/or regulatory standards.
- 3. Handles financial instruments (e.g. credit card, checks) according to FRBH Policy.
- 4. Monitors building security and safety by locking doors after operating hours and checking electrical appliance use to ensure hazards are not created.
- 5. Expedites all assigned periodic reports or other data submissions in an accurate and timely manner.
- 6. Works cooperatively with other FRBH staff members to facilitate smooth functioning.
- 7. Attends periodic meetings and/or trainings as assigned.
- 8. Performs other duties or responsibilities as needed or assigned.

**III. Minimum Qualifications**

- A. Must possess a High School Diploma or GED.**
- B. Must have a valid driver's license and insurable driving record.**
- C. Experience in maintenance or construction preferred.**
- D. Must pass all required background checks.**

**Confirmation**

**With my signature below I affirm that this job description was explained to me on the date indicated.**

\_\_\_\_\_  
**Candidate/Employee**

\_\_\_\_\_  
**Date of Explanation**