

# IONIA COUNTY, MICHIGAN POSITION DESCRIPTION

## POSITION TITLE: JANITORIAL WORKER

**Department:** Maintenance

**Pay Grade:** 5

**Reports To:** Facilities Manager

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### **Purpose of Position**

Under the supervision of the Janitorial Services Supervisor, the Janitorial Worker cleans and maintains County buildings.

### **Essential Duties and Responsibilities**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Cleans and maintains County buildings; cleans windows; cleans and sanitizes restrooms; fills paper and soap dispensers; collects trash and refuse; recycles applicable materials; sweeps/mops floors; strips and waxes floors; shampoos carpets; dusts/vacuums; deodorizes rooms; polishes brass and stainless steel.
- Maintains inventories of supplies; reports needed restocking.
- Locks building.
- Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of self, employees, and other individuals.
- Performs other related essential duties as required.

### **Minimum Training and Experience Required to Perform Essential Duties and Responsibilities**

High school diploma or GED, supplemented by some previous relevant work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Physical Requirements**

- Ability to operate a variety departmental equipment and tools including burnisher, carpet shampooing equipment, brooms, floor scrubber, vacuum sweepers, etc.; ability to safely and correctly use a variety of cleaning supplies and chemicals/solvents.
- Ability to exert physical effort in moderate to heavy work involving lifting, carrying, pushing and pulling; ability to stoop, kneel, crouch and crawl; ability to climb and balance; tasks require visual perception and discrimination.

### **Mathematical Ability**

- Ability to add, subtract, multiply, and divide.

### **Language Ability and Interpersonal Communication**

- Ability to comprehend a variety of reference books and manuals including equipment manuals, instructions, personnel policy, and others.
- Ability to make independent judgments in absence of management, use common sense, and utilize the principles of rational systems in the performance of tasks.
- Ability to respond immediately to crisis situations and to balance priorities.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner.
- Ability to explain, demonstrate and clarify to others within well-established policies, procedures, and standards, as well as the ability to follow specific instructions and respond to simple requests.
- Ability to communicate effectively with immediate supervisor, County personnel, and the public verbally and in writing; ability to speak with and before others with poise, voice control, and confidence using correct English.

### **Environmental Adaptability**

- Ability to work effectively in an office building environment.
- Essential functions are regularly performed without exposure to adverse environmental conditions; ability to safely use, utilize, and be around potentially dangerous fumes, solvents, cleaning materials, toxic agents/chemicals, etc.