

THE SALVATION ARMY
METROPOLITAN DIVISION – Joliet
POSITION DESCRIPTION

POSITION TITLE: Janitor

LOCATION/DEPT: Joliet

REPORTS to (TITLE): Corp Administrator

OUTCOMES

To maintain a clean environment for employees and users of the facility through janitorial service and minor repair of equipment and upkeep of facility

PRIMARY DUTIES AND RESPONSIBILITIES

1. Perform all necessary janitorial/maintenance functions
 - a. Empty garbage bags
 - b. Mop floors
 - c. Vacuum offices and chapel
 - d. Dust, as necessary
 - e. Clean Bathrooms
 - f. Ensure that outside area is free of debris
 - g. Cut grass
 - h. Wash window areas, mirrors, and door areas
 - i. Sweep and vacuum all floors as necessary
 - j. Any other janitorial activities deemed necessary by the Corps Administrator/Officer
2. Perform minor repairs on equipment
3. Assist with pick up of donations as designated by Corps Officer
4. Regular cleaning and maintenance of vehicles
5. Duties and responsibilities may be added, deleted or changed at the discretion of the Corps Administrator/Officer

RELATIONSHIPS

This individual relates to, and interacts with, a wide range of contacts both within and outside The Salvation Army including, but not limited to, clients, staff, donors, and department heads.

SUPERVISION RECEIVED

Under the direct supervision of the Corps Administrator, carries out specific duties with some freedom to exercise independent judgment in their implementation.

PERFORMANCE MEASURES

This individual will be evaluated on how effectively the outcomes of this position are achieved, as well as the timeliness, accuracy and completeness of accomplishing assigned goals.

EDUCATION

High school graduate or equivalent preferred
Knowledge of basic maintenance skills and ability to perform minor repairs
Ability to do moderate lifting and carrying items up and down stairs

COMPENTENCIES

1. Work as a team member.
2. Work well with the public.
3. Work at a fairly fast pace.
4. Demonstrated ability to use initiative and be a self starter.
5. An attention to detail.
6. A positive attitude and the ability to be flexible in light of changing job situations/priorities.
7. A strong personal conviction for the mission of The Salvation Army.

PHYSICAL DEMANDS/WORK ENVIRONMENT

This position is required to do strenuous physical work. In order to successfully perform the essential functions of this position, the employee is regularly required lift 100+ pounds, climb stairs, bend, twist, carry, sit and stand for extended time periods. Specific vision abilities required by this job include close vision, distance vision, and ability to focus. The work environment for this position includes an environment with a high noise level.

SIGNATURES

EMPLOYEE/DATE

SUPERVISOR/DATE

Revised:5/06