

**PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.**

**JOB DESCRIPTION**

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**POSITION:** **PART-TIME JANITOR**

**DIVISION:** Early Childhood Development

**PURPOSE:** Maintain buildings and grounds of the corporation working approximately 15 hours a week

**QUALIFICATIONS:**

Education: High School Diploma preferred.

Experience: Prior experience cleaning office buildings preferred.

**Skills, Abilities, and Knowledge:**

- a. Ability to follow instructions
- b. Ability to take initiative, use judgment, and prioritize
- c. Ability to apply safety in one's job and activities
- d. Knowledge of the standard methods, practices, tools and equipment used to clean buildings and furniture
- e. Knowledge of the proper use of chemicals
- f. Ability to operate and use janitorial tools and equipment such as vacuum cleaners, carpet scrubbers, and floor buffers

**REPORTS TO:** Director of Head Start/Early Head Start

**SUPERVISES:** None

**JOB REQUIREMENTS:**

Mental Concentration: Moderate concentration consistently

Interruptions: Occur constantly

Physical Efforts: Lifting 50 pounds maximum, frequently lifting/carrying up to 25 pounds, bending, crouching, standing, stooping, reaching, pushing, pulling

Special Requirements: Current Act 33, Act 34 and FBI/DPW fingerprint clearance documentation at hire.

Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

Must be able to work alternative hours at alternative locations.

**RESPONSIBILITIES:** Duties may include any or all of the following: This list is intended to be representative.

01. Clean and supply restrooms
02. Sweep, vacuum, and mop floors
03. Gather and empty trash
04. Open/close building while maintaining security of all windows and doors
05. Observe appearance and condition of premises and equipment reporting needed repairs, safety hazards, or conditions requiring attention
06. Dust furniture including but not limited to desks, file cabinets, tables, chairs, and computer equipment
07. Clean walls, woodwork, windows, light fixtures, and mirrors using step stool or ladder when needed
08. Clean grounds and parking lot of litter and other debris
09. Maintain an inventory of supplies
10. Complete forms, time cards, and other paperwork as required
11. Assist in special projects or assignments as directed
12. Complete other duties such as (list is not inclusive):
  - Cut grass, weeding
  - Remove snow from walk ways and de-ice
  - Strip, scrape and wax floors
  - Scrub carpets, rugs
  - Painting walls, trim, touch up

**CORPORATE EXPECTATIONS:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

**PAY GRADE:** B

**HOURLY WAGE:** \$9.75

**HOURS PER WEEK:** 15  
Possible non-traditional  
Hours to be determined