

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

**PAGE 1 OF 2**

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

**PURPOSE:**    Maintain buildings and grounds of the corporation

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

**REPORTS TO:** Director of Head Start

**SUPERVISES:** None

**JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:**

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.

- Be capable of driving automatic and manual transmission and possess a clear driving record.

- Must be able to drive company vehicles responsibly

- Must be able to work alternative hours at alternative locations

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, weeds, and other debris
09. Set and adjust controls to regulate room temperatures
10. Set up, arrange, and remove decorations, tables, and chairs for events and meetings
11. Maintain an inventory of supplies
12. Complete forms, time cards, and other paperwork as required
13. Assist in special projects or assignments as directed

Revised 11/2020

**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:** \$10.12

**HOURS PER WEEK:** 20-25  
(Possible non-traditional hours)