

JOB DESCRIPTION

JOB TITLE:	Janitor
DEPARTMENT:	Commercial Business Development Department
REPORTING TO:	Shift Supervisor or Facilities Coordinator

Summary:

The Janitor is required to ensure that UDeCOTT's properties are kept clean at all times.

Education, Knowledge and Experience

- Evidence of having completed secondary level education
- Good communication skills
- Good customer service skills
- Physically fit to execute assigned tasks
- Familiar with OSH requirements
- Working knowledge of cleaning materials and supplies
- Two (2) years' experience performing a similar role within a corporate environment

OR

Equivalent combination of Qualifications, Training and Experience

Key Duties and Responsibilities:

Clean Environment

- Ensures that assigned areas are kept clean and tidy at all times by sweeping, vacuuming, mopping, dusting etc.
- Wipes glass doors etc. as required
- Advises the Supervisor of any issues relevant to cleanliness of the Car Parks, Reception areas, kitchen areas and/or meeting rooms
- Assists with general cleaning and tidying of office areas as directed
- Ensures that assigned areas are safe and clean from any hazards - with specific attention to keeping floors free of any spills
- Immediately reports any observed hazards to the immediate Supervisor for action

- Ensures that proper signage is placed to warn customers of any potential hazards for example **‘wet floor – proceed with caution’**
- Ensures that the garbage bins are cleared regularly to avoid a pile-up
- Ensures that all garbage collected are properly disposed;
- Ensures that the plants, planters and other foliage on the compound are properly maintained

Inventory

- Conducts weekly check of inventory for cleaning tools and supplies.
- Prepares and submits a list of stock requirements on a weekly basis to the Facilities Assistant
- Checks and replenishes bathrooms with hand soap, paper towels, toiletries, air fresheners at routine intervals during the standard workday
- Maintains an inventory of Corporation cleaning equipment in keeping with the Corporation’s approved format

Reports

- Makes official reports to Supervisor relevant to any concerns/situations that may arise in the performance of assigned duties and responsibilities
- Immediately reports any mal-function of equipment to immediate Supervisor in accordance with standard operating procedures
- Performs any other duties related to the job function as may be assigned

Dimensions and Scope of Role

- Operates within the Policies and Procedures of the Corporation
- Operates a variety of cleaning equipment

Key Behavioral Competencies

Customer Focus: Has a strong understanding of the ‘gold’ standards service requirements and the significance to the success of the business; Demonstrates a willingness to respond promptly to internal and external needs.

Personal Attributes: Uses initiative and demonstrates a positive work attitude, self-confidence and high level of energy; Is well motivated to perform with minimum supervision; Accepts change positively, and adjusts to the demands of the job; Reports to work punctually and regularly; Displays honesty, high level of confidentiality and credibility in work situations.

Team Player: Performs role assigned in the interest of the team’s success as against individual concerns; Conveys appreciation to other team members and allows others freedom to contribute in group projects.

Communication: Communicates in a logical and organized manner; communicates well with all levels within the organization.

Business Awareness: Understands the wider business environment in the context of delivering short-term value; Ability to deliver results which add value to the department and to the Corporation.

Problem Solving

Is able to analyze data, and suggest solutions to problems to allow for efficiency and quality improvements within the work unit.