

YOUTH IN NEED JOB DESCRIPTION

Job Title: Janitor

Reports To: management, including, but not limited to: Regional Manager, Center Manager

FLSA Status: Non-Exempt

Purpose of Job: The role of the Janitor is to ensure Youth In Need's (YIN) building environments are maintained in a safe and sanitary manner. This includes responsibility for areas at their facilities—offices, classrooms, residential sites, home visitation areas, training rooms, parking lot and overall grounds. The Janitor plans, develops and implements all aspects of building upkeep in coordination with the management team. Within the scope of their job requirements, the Janitor ensures that agency policies and procedures, state licensing requirements, health & sanitation requirements, Head Start Program Performance Standards (HSPPS) and ongoing safety needs are maintained at all times.

Program Foundations

- Contribute to Youth In Need's Mission: *To build on the strengths of children, youth and families so they find safety, hope and success in life.*
- Share Youth In Need's Vision: *Youth In Need will be the leader and driving force for future generations in helping children, youth and families to realize their potential and positively impact their communities.*
- Embrace the Strengths Based Philosophy: *Youth In Need recognizes and emphasizes the strengths of all staff, children, youth and families.*
- Value Youth In Need's Culture of Inclusion and Diversity. *Youth In Need's Diversity Definition: Believing in the power of potential, Diversity is intentionally embracing and valuing the differences and similarities, both visible and invisible, that make us who we are—one community. Together our attitudes, actions, policies and physical environment are vital to ensure that all feel comfortable, respected and included regardless of race, sex, gender identity or expression, age, income, faith, ability, political affiliation, sexual orientation or cultural background.*
- See, Say, Do! Stay alert and engaged at all times. If a concern arises regarding safety or quality, communicate the concern and take action to improve the situation.
- Uphold ethical practice, transparency, professionalism, confidentiality and personal accountability in all work.
- Collaborate with and mentor others.

ESSENTIAL RESPONSIBILITIES:

I. ENVIRONMENTAL MAINTENANCE (60%)

- Clean and sanitize building environments daily, weekly, monthly and quarterly per scheduled requirements.
- Ensure that building environments meet required health and sanitation expectations.
- Report any building safety concerns to supervisor and/or the Facilities Department. When possible, perform simple (within your skill set) maintenance repairs or correct (within your skill set) safety issues in the moment.
- Provide direction to volunteer groups that are assisting with cleaning or maintenance projects on site, for example: building painting, cleaning, washing vehicles, etc.

II. MONITORING (25%)

- Monitor/Complete inventory and submit cleaning supply orders to Supervisor as needed.
- Conduct site inventory on an annual basis.
- Ensure deliveries are received, complete and accurate upon arrival.
- Follow appropriate procedures for invoices and packing slips in accordance with YIN procedures.

- Complete Health and Safety Checklists as directed by Supervisor.
- Maintain material safety data sheets as directed by Supervisor.

III. Professional Development (10%)

- Actively participate in Professional Development opportunities and incorporate information from training and guidance into practice to improve quality.
- Attend all required trainings, meetings and complete necessary certifications.
- Develop and work towards professional development goals in collaboration with your Supervisor.

IV. OTHER (5%)

- Perform other duties as assigned.
- May be requested to fill in at other sites or travel to other locations for training.
- Must be sensitive to the socioeconomic and cultural characteristics of the service population.

Required Education and Credentials

High School Diploma or equivalent.

Knowledge

Ability to read, write, and understand directions.

Knowledge of Microsoft office products and ability to navigate program specific software.

Understanding of HSPPS, Missouri State Licensing Requirements, Health & Sanitation Requirements as applicable to the program.

Individual must be sensitive to the socioeconomic and cultural characteristics of the service population.

Ability to be CPR & First Aid certified

Experience

Experience cleaning large offices and/or residential settings and/or classroom settings.

Skills

Work well independently and collaboratively with others.

Verbal & written communication skills

Ability to be flexible with daily work requirements based on program needs.

Ability to analyze information and apply it.

Environmental Conditions

This job operates in an indoor classroom environment, outdoor environment, office environment, indoor and outdoor residential environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Exposure to warm temperature and chemicals.

Physical Requirements

When performing the duties of the job, the employee is regularly required to talk, hear and write.

Ability to lift 50 lbs., able to lift/carry supplies and/or waste when appropriate. Must be mobile, able to get up and down from floor, able to ascend and descend stairs, able to bend and reach above head.

Driving Requirements

Driver's License – Not Required

Written By: Beth Heisse

Approved By: April Gabel

Approval Date: 10/20, 11/21

Employee Signature: _____ **Date:** _____

Employee Printed or Typed Name _____

Note: This job description in no way states or implies that these are the only duties to be performed by the incumbent in this position. Requirements are representative of minimum levels of knowledge, skills, and/or abilities expected to meet job standards.

YIN is committed to equal opportunities for all applicants and employees without regard to ability/disability, age, ancestry, color, cultural background, faith/religion, gender, gender identity, gender expression, genetics, income, marital status, national origin, political belief/affiliation, pregnancy, race, sex, sexual orientation, veteran status, or any other characteristic protected by applicable law.