**NORTH CENTRAL PUBLIC POWER DISTRICT**

**EMPLOYEE JOB DESCRIPTION**

**JANITOR**

**DESCRIPTION OF WORK**

**OBJECTIVES**

To clean and maintain the district’s office and designated warehouse areas in such a manner that it will be attractive, clean, and healthy so as to provide proper and attractive facilities for the employees, customers, and the general public.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

 Maintain the office/warehouse area in a neat, clean, and orderly manner.

 Mops and vacuums floors.

 Polishes furniture and washes windows/walls.

 Collects and empties waste baskets and containers.

 Cleans kitchen, washes dishes, etc.

 Cleans daily and services restrooms and other areas with needed supplies daily.

 Cleans light fixtures.

 Reports items needing repair or maintenance.

#### Reviews inventory of janitorial supplies periodically, and orders needed supplies with purchase order from Manager of Finance and Administration.

Adheres to all safety rules as outlined in the North Central Public Power District Safety Manual

 Performs other such duties as directed or assigned.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job classification, the employee is regularly required to stand; walk and/or talk and/or hear. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. Position requires working in awkward positions including, but not limited to, twisting, turning, and placing some degree of stress on joints such as wrists, knees, shoulders, elbows, and spine. This job requires exerting up to 10 to 20 pounds of force constantly; and/or carrying/moving up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**POSITION SPECIFICATIONS**

EDUCATION

High school diploma desired. Ability to read and write required.

JOB KNOWLEDGE

Must, within a reasonable period of time, acquire a basic knowledge of chemicals used on floors, walls, etc., in order to promote their safe and efficient use.

ABILITIES AND SKILLS

Should be able to operate various machines used in cleaning the office. Should be able to plan day-to-day janitorial activities as well as identify items that need to be taken care of without being instructed to do so. Works independently with minimal supervision.

WORKING CONDITIONS

Works inside under generally good conditions. May occasionally work outdoors to complete assigned duties.

**REPORTING RELATIONSHIPS**

Reports to:

General Manager, Manager of Finance and Administration