

JANITORIAL JOB DESCRIPTION

Day Porters

Provides clean and healthy environment for all personnel to include, but not limited to the following:

- Receives all supplies brought from outside vendors, signs the package slips, and returns slips to the supervisors
- Maintains equipment and account for chemical use and inventor supplies
- Maintains and cleans supply closet
- Completes detail worksheets everyday by initialing next to each completed assignment
- Removes trash from inside and outside of facility
- Mops and vacuums
- Cleans and disinfects restrooms daily
- Refills dispensers (soap and chemicals)
- Dust high and low
- Cleans glass
- Properly mixes and uses chemicals
- May accompany management during a facility walk through
- May assist in training new associates on chemicals, safety, and proper cleaning strategies
- Assist in ensuring a safe working environment for all employees
- Maintains a high standard of personal appearance, adhering to company dress code at all times
- Adheres to all company policies and procedures
- Notifies the supervisor and/or manager with all complaints and concerns
- Maintains high levels of customer satisfaction
- Provides a high quality-level of service
- Exhibits an attitude that promotes harmony and good will

Qualifications:

- High school diploma or G.E.D.
- Minimum of 1 year experience
- Clear criminal background and must pass a drug test
- Floor experience preferred, but not required
- A valid Georgia driver's license preferred, but not required
- Strong attention to detail and ability to multi-task
- Strong time management and critical thinking skills
- Must be on-time
- Must be very reliable and dependable

Physical Demands:

Constant (up to 100%) standing, walking, pushing, balancing, stooping, kneeling, crouching, twisting, reaching over head, handling/fingering, reaching forward, and concentrating. Must be able to lift and and/or carry 50lbs.