

0-15	Communications: Maintains communication with the with the Floor Care Technician to report status of work, problems or other relevant information. Fosters goodwill and motivation with all staff. Maintains a positive demeanor at all times. Open to new ideas or changes.
0-15	Initiative: Takes initiative to complete tasks without being asked. Willingness to make decisions and to take responsibility. Always taking steps to improve the Organization's reputation. Willingness to work whenever needed.

REQUIRED TECHNICAL SKILLS/ABILITIES: Prefer prior experience in a janitorial work setting using equipment in janitorial work.

REQUIRED LICENSES, CERTIFICATES, REGISTRATIONS: None required.

MINIMUM EXPERIENCE REQUIREMENT: 6 months – 1 year related experience and/or training.

ACCESS TO CONFIDENTIAL INFORMATION: None.

HANDLE ORGANIZATIONAL FUNDS: Not part of normal work duties.

LANGUAGE SKILLS REQUIRED: Level 2

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other staff members.

MATHEMATICAL SKILLS REQUIRED: Level 1

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY REQUIRED: Level 2

Ability to apply common sense understanding to carry out detailed but uninvolved written and/or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS:

	AMOUNT OF TIME IN JOB			
	None	Under 1/3	1/3-2/3	Over 2/3
Standing	_____	_____	_____	<u> X </u>
Walking	_____	_____	_____	<u> X </u>
Sitting	_____	<u> X </u>	_____	_____
Using hands to feel or handle	_____	_____	_____	<u> X </u>
Reaching with hands and arms	_____	_____	_____	<u> X </u>
Climbing or balancing	_____	_____	<u> X </u>	_____
Stooping, kneeling, crouching, or crawling	_____	_____	_____	<u> X </u>
Twisting, bending, and turning	_____	_____	_____	<u> X </u>

Weight lifted or force exerted:	None	Under 1/3	1/3 – 2/3	Over 2/3
Up to 10 pounds	_____	_____	_____	<u> X </u>
10 – 25 pounds	_____	_____	_____	<u> X </u>
25 – 50 pounds	_____	_____	_____	<u> X </u>
50 – 100 pounds	_____	_____	<u> X </u>	_____
Over 100 pounds	_____	<u> X </u>	_____	_____

SPECIAL VISION REQUIREMENTS: Must have good close vision, have good peripheral vision, and no depth perception problems.

ENVIRONMENTAL CONDITIONS: Work around moving mechanical parts, traffic conditions, hot and humid conditions, fumes/airborne particles, toxic/caustic chemicals, outdoor weather conditions, extreme hot/cold, risk of electrical shock, vibration.

NOISE LEVEL IN WORK ENVIRONMENT: Moderate

OTHER SPECIAL REQUIREMENTS: Must have reliable transportation to and from work.

Initial 6/05; Revised: 5/06; Revised 12/07; Reviewed 12/08; Revised 3/09; Revised 11/09