

SENIOR SERVICES OF CENTRAL ILLINOIS, INC.

Job Description

PROGRAM: Administration

POSITION: PT Janitor

DUTIES & RESPONSIBILITIES: This position will primarily focus on tasks that would be necessary to maintain the readiness and availability of the building at: 701 W. Mason, Springfield, IL for services to the seniors we serve and the staff of SSCI. Duties will include, but are not limited to the following:

- ◆ Daily thorough cleaning and sanitizing of all bathrooms including all toilets, fixtures, floors, etc.
- ◆ Empty all garbage daily from bathrooms.
- ◆ Vacuum all carpeted areas and throw rugs at least twice weekly.
- ◆ Wash, dry and fold towels from kitchenette on a weekly basis.
- ◆ Clean and disinfect kitchenette area on a daily basis.
- ◆ Dust furniture, fixtures, baseboards on a regular rotating basis and as needed.
- ◆ Clean windows and walls as needed
- ◆ Assist the Activity Director in setting up rooms as needed for specific functions or activities, as needed.
- ◆ Cooperate fully with all management and staff, working as a team to ensure the safe and smooth daily operations of SSCI.
- ◆ Adhere to OSHA regulations. Review the list of all chemicals on premises and maintain inventory of supplies.
- ◆ Communicate with Human Resources Director and Executive Director regarding facility needs.
- ◆ Take pride in the appearance of our facility here at: 701 W. Mason.
- ◆ Other duties as assigned.

SKILLS REQUIRED:

- ◆ Organizational and planning capabilities
- ◆ Good time management skills to accomplish tasks in a timely and efficient manner
- ◆ Critical thinking skills and ability to work independently to keep the facility clean and safe as well as work as a team player with all staff
- ◆ Strong communication skills
- ◆ Positive attitude and a willingness to work with a diverse group of employees and seniors
- ◆ Flexibility in doing a variety of jobs on an as needed basis
- ◆ Physical ability to the cleaning and maintenance work required to keep the facility clean and safe. Must be able to lift up to 25 pounds.

HOURS:

This is a Monday-Friday, 2:30 PM-4:30 PM shift (up to 10 hrs. per week)

REPORTS TO: Director of Human Resources