

**DEPARTMENT OF CHILD AND FAMILY STUDIES
STUDENT LABOR POSITION DESCRIPTION**

Most Recently Updated 04/11/08

Position Title: Building Monitor and First Floor Janitor

Must work 10 hrs/wk. *Must also be willing to open the building at 7:30 a.m. and close the building at 5:30 p.m. Monday-Friday (except on school holidays).*

I. Grade Level: 3-4

II. Description:

The Building Monitor and First Floor Janitor is responsible for maintaining the safety and security of the Emery Building. This responsibility includes being able to effectively communicate with people both in and outside the Department (i.e. Facilities Management, Public Safety, etc.)

A. Essential duties

1. Unlock and open doors to all rooms
2. Place supplies (i.e., toilet paper, soap, paper towels for dispensers) in all restrooms every floor
3. Sweep and Mop restroom floor (first floor), sanitize toilet, wipe/sanitize wall next to toilet, empty trash, replenish all paper and soap supplies, mop the floor around the toilet
4. Place chalk/or wipe board markers in all classrooms. Make sure there are erasers for these rooms.
5. Sweep and empty trash, carry recycling to the proper bin in the back hallway
6. Supervise janitor for 2nd and 3rd floor and be willing to fill in for them when they are absent.

B. Daily duties

1. Open building at 7:30 a.m. Monday-Friday, except on school holidays. Open all classroom doors and turn on all foyer lights and room lights and air conditioners.
2. Close building at 5:30 p.m. Monday-Friday. Close all windows, turn off air conditioners and lights, lock office, and lock front and back doors. Check to see that all printers, computers, coffee maker and other electrical appliances are turned off.
3. Inspect janitor's work to see if it has been completed. Check timecard to see if hours are accurate.
4. Empty all trashcans on the first floor; clean restrooms; refill soap dispensers, toilet paper, and paper towels.
5. Clean/sweep foyer, front and rear sidewalks, classrooms; empty trash
6. Order supplies (as needed): paper towels, soap, toilet paper, cleaning supplies, vacuum cleaner bags, trash bags, etc.
7. Send work orders/supply orders to the CFS Department secretary
8. Sweep the stairs from the first landing to the bottom

C. Duties once a week:

1. Complete an inventory supply list and give the list to the secretary in the front office
2. Mop the stairs from the first landing to the bottom and the first-floor classrooms (When mopping and the floor is wet, place **WET FLOOR** sign in area)
3. Dust furniture and window ledges in all rooms.
4. Wash the blackboards (use small amount of Dawn and water) and designated cleaner for the wipe boards
5. Vacuum front and rear carpets and offices where there are carpeted floors.

D. Duties – Beginning and ending of year / Other

1. Inventory/Monitor supplies, chemicals, cleaning rags, mops, brooms, buckets, etc.
2. Training/Orientation sessions with janitors
3. Monitor/check circuit boxes on all three floors
4. Monitor/check fire extinguishers on all three floors
5. Recycling needs to be taken to rear door bins to be picked-up. The Recycling crew will only pick up what is at the rear door.
6. Clean light fixtures and fans on all floors.

7. Wash windows (doors and above) inside and out in front and rear entrance of building. Clean door glasses (and above windows) for all classroom doors throughout the building. Clean overhead sills above doors for all classrooms.
8. Submit a report to secretary for major repairs on the building. Submit report to Safety and Security regarding conditions of fire extinguishers, emergency lighting, etc.
9. Change light bulbs (or report tube placements to Physical Plant).

E. The following are possible additional duties for this position:

1. Assist Department Chair, Faculty, and Secretary when needed.
2. Must possess a willingness to work on occasions, non-traditional hours; open and/or close building for groups, classes, etc. when indicated by Department Chair and/or supervisor.
3. Be able to complete and submit reports: conduct inventory, maintain effective records; monitor completion of repairs and work orders to report to secretary; monitor building for leaks, water, drainage, and plumbing problems, etc.
4. Must be willing to participate in safety and security training by Department and/or College.

III. Learning Opportunities:

- A. Use creativity in enhancing and improving the beauty and comfort of the building.
- B. Enhance communication skills and public interactions.
- C. Learn to recognize and follow safety procedures.
- D. Learn effective organizational skills (i.e. storage area for supplies, inventory, etc.)

IV. Basic Qualifications:

- A. General: dependability, responsibility, respect for confidentiality, friendly personality, maturity, and honesty
- B. Skill: conscientious and observant
- C. Physical: minor lifting, general cleaning duties
- D. Academic: It is highly favored that students are not on any type of probation.

V. Desirable Qualifications:

- A. If Grade 3, develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.
- B. If Grade 4, develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding
- C. Willingness to assist other Faculty, staff, and students when needed
- D. Must maintain effective organizational skills and work with limited supervision.
- E. Must be conscientious in maintaining conservation, recycling, and sanitation skills.

VI. Narrative Summary:

The work of the Building Monitor and First Floor Janitor helps to give a first impression to students and visitors regarding the total atmosphere of our Department. Through this position, a student assumes a great deal of responsibility as to maintaining a clean, positive environment for faculty and students alike to work and learn.