

DEPARTMENT OF CHILD AND FAMILY STUDIES
STUDENT LABOR POSITION DESCRIPTION

Most Recently Updated 04/11/08

Position Title: **Janitor**
Must work 10 hrs/wk.

I. Grade Level: 1–2

II. Description:

A. The following are the essential duties for a janitor in the Department of Child and Family Studies:

1. Be willing to work 10 hours a week. Only in exceptional circumstances can the student work fewer hours.
2. Daily cleaning of certain areas of the building as identified by the monitor or the labor supervisor, includes restrooms, floors, lounge, sweeping stairs, and possibly food lab (dishes, empty trash, etc.)
3. Occasional cleaning tasks, such as moving the fridge, cleaning coils, cleaning under fridge, cleaning out cabinets, waxing surfaces, washing light fixtures or window blinds, mopping floors and steps, etc.
4. Keeping janitor closet clean, supplies stocked and stored properly, equipment, such as vacuums, in working condition.
5. See that the workplace and environs are tidy.
6. Performs other job-related duties as assigned.

B. The following are possible additional duties for this position: none than the essential duties listed.

III. Learning Opportunities:

- A.** If Grade 1, develop the attributes appropriate to Grade 1 positions: learning to meet schedules and standards of performance, efficient use of time, healthy attitudes toward work and supervision, working with others, sharing responsibility, recognition of the importance of work, basic skills and information.
- B.** If Grade 2, develop the attributes of Grade 2 positions: learn to take personal responsibility; apply knowledge to a situation; self-identify skills, talents, interest, and limitations; learn and develop confidence in skills and appreciate work as a process as well as a product.
- C.** Being willing to assume responsibilities requiring honesty and a high level of trust in others and oneself.
- D.** Ability to think independently within guidelines.
- E.** Improve work habits based upon standards and schedules.

IV. Basic Qualifications:

- A.** General: Patience, punctuality and reliability; well-organized; ability to relate well to others, dependability, willingness to listen, ability to follow instructions, ability to work independently, demonstration of ability to care for janitorial equipment, other materials, and the theatre building in general; creativity in suggesting improved working procedures while yet following instructions.
- B.** Skill: Basic knowledge of cleaning procedures.
- C.** Physical: Physical mobility; manual dexterity.
- D.** Academic: In good standing.

V. Desirable Qualifications:

- A.** Personality traits: honesty, willingness to cooperate, helpfulness, warm rapport with colleagues.
- B.** Ability to work unsupervised, to complete tasks in a timely manner.

VI. Narrative Summary:

The work of the Second and Third 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.