

## Benchmark Description

### Janitorial Level 1

**LEVEL: 1**

**FUNCTION: JANITORIAL**

#### **JOB SUMMARY**

This position is primarily responsible for cleaning of College facilities.

#### **RESPONSIBILITIES**

- All cleaning (including but not limited to dusting, vacuuming, washing floors walls and windows, waxing floors, cleaning furniture, appliances & computers) in classrooms, bathrooms, offices, common areas and kitchen/coffee rooms
- Garbage disposal
- Inventory of cleaning supplies
- Reporting maintenance problems

#### **CONTACTS**

The majority of contacts within this position require the exchange of basic factual information. (Level 1)

Typical contacts may include:

- College staff
- Students

#### **SCOPE OF DECISION MAKING**

The majority of decisions within this position require interpretation within a range of established alternatives. Direction is sought when solutions are not within established guidelines. (Level 2)

Typical decisions may include:

- Determine a cleaning schedule
- Determine maintenance problems and who to report them to
- Determine cleaning supplies that are required

#### **IMPACT OF DECISION MAKING**

The majority of decisions have short-term impact limited to the single work area. (Level 1)

**MENTAL EFFORT**

The majority of tasks within this position are standardized utilizing information that is given and requires no interpretation. (Level 1)

Typical tasks may include:

- Vacuuming
- Dusting
- Washing walls and floors
- Requesting cleaning supplies

**SENSORY EFFORT**

Sensory tasks within this position require minimal visual or aural attention. (Level 1)

Typical tasks may include:

- Examining and checking areas to be cleaned
- Completing inventory of supplies

**SUPERVISION**

Supervisory responsibility is not normally part of the job requirement. There may be a requirement to show others how to perform tasks or duties. (Level 1)

**PHYSICAL ACTIVITY**

The physical activity within this position requires frequent heavy activity (greater than 20 % of the time). (Level 3)

**FINE MOTOR MOVEMENT**

The duties within this position requiring the use of fine motor movements are less than 20%. (Level 1)

Typical tasks may include:

- Writing
- Use of small hand tools

**TRAVEL**

The travel within this position is slight (less than 5% of work time). (Level 1)

**CONTROL OF DISTRACTIONS**

This position usually has the discretion to limit distractions/interruptions. (Level 1)

**EDUCATION**

The minimum relevant knowledge or formal training required to perform the functions of the job is up to and including completion of grade 12 or equivalent. (Level 1)

**EXPERIENCE**

The minimum amount of practical related experience required to perform the duties of this position is less than one year. (Level 1)