



Benchmark Description

Janitorial Level 2

LEVEL: 2

FUNCTION: JANITORIAL

JOB SUMMARY

This position is responsible for the cleanliness, maintenance and repair of college facilities.

RESPONSIBILITIES

- Cleaning and wet mopping floors
- Vacuuming
- Dusting
- Disposing of garbage
- Setting up equipment and classrooms
- Cleaning and disinfecting washrooms
- Performing minor repair work
- Ensuring sidewalks are clear of ice and snow
- Ensuring building is secure
- Monitoring the boiler and heater systems

CONTACTS

The majority of contacts within this position will involve the exchange of detailed information on matters concerning policies, regulations and requirements.

Typical contacts may include:

- Co-workers
- Students
- Suppliers

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.

Typical decisions may include:

- Determine priority of work
- Determine how to handle troublesome persons in the building
- Determine what cleaning supplies to utilize

IMPACT OF DECISION MAKING

The majority of decisions within this position have short-term impact limited to the work area.

MENTAL EFFORT

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

Typical tasks may include:

- Cleaning
- Setting up equipment in the classroom
- Checking boiler and heating system
- Writing basic reports

SENSORY EFFORT

Sensory tasks within this position require constant or intense visual or aural attention.

Typical tasks may include:

- Monitoring gauges
- Inspecting facility and grounds
- Occasionally dealing with difficult people in the building

SUPERVISION

Supervision is not normally part of the job requirement. There may be a requirement to show others how to perform tasks or duties.

PHYSICAL ACTIVITY

The physical activity of this position requires frequent heavy activity greater than 20 % of the time.

Typical tasks may include:

- Lifting weights greater than 5 kg
- Climbing
- Stooping
- Moving furniture and equipment
- Shoveling snow

FINE MOTOR MOVEMENT

The duties within this position require the use of fine motor movements up to 20% of the time.

Typical tasks may include:

- Writing
- Use of small hand tools
- Adjusting equipment

TRAVEL

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

CONTROL OF DISTRACTIONS

This position usually has the discretion to limit distractions/interruptions.

EDUCATION

The minimum relevant knowledge or formal training essential to perform the functions of this position is up to and including completion of grade 12 or equivalent, as well as specialized training such as Fireman's Certificate.

EXPERIENCE

The minimum amount of practical, related experience required to perform the duties of this position is less than one year. This experience would typically provide skills in communication and the ability to work independently.