

Benchmark Title**JANITOR****Job Summary**

Performs routine cleaning and minor maintenance of buildings and grounds.

Key Duties and Responsibilities

1. Cleans, washes and disinfects building areas such as walls, windows, ceilings, floor, carpets, air vents, furniture, mattresses, blinds and washrooms by methods such as dusting, polishing, vacuuming, sweeping, wet mopping, shampooing, waxing, buffing, using various manual and power cleaning equipment.
2. Collects and disposes of refuse and maintains clean refuse areas; performs spot clean-ups as required.
3. Maintains and cleans parking lots and sidewalks using hand and powered brooms, rakes, shovels and other equipment to remove dirt, leaves, snow and other refuse; performs minor gardening tasks such as mowing and trimming lawn, weeding, watering.
4. Performs minor maintenance on buildings, grounds, furniture, electrical fixtures and plumbing; such as unplugging sinks and toilets, replacing tap washers, light bulbs.
5. Sets up furniture for functions and meetings. Maintains various logs, key registers and other records; assists in taking inventory; orders and maintains janitorial supplies.
6. Secures the building by arming alarms, locking doors and windows.
7. Performs other related duties as required.

Qualifications*Education and Knowledge*

Grade 10.

Training and Experience

One (1) month recent related experience.

Or an equivalent combination of education, training and experience.

COMMUNITY SOCIAL SERVICES JOB EVALUATION PLAN RATING RATIONALE

BENCHMARK TITLE: Janitor

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	Education and Knowledge – Requires Grade 10	1	19
2	Training and Experience – Requires up to and including 1 month recent related experience	1	25
3	Physical Demands – Often lifts and carries heavy weights	6	42
4	Concentration – Sometimes checks work areas for cleanliness	2	17
5	Independence – Guided by set routines, which are well defined; makes minor changes to complete tasks	1	14
6	Judgement – Follows set routines to clean building areas and perform minor maintenance	1	14
7	Leadership/Supervision – Little or no responsibility	1	20
8	Accountability – Errors are obvious and result in loss of time for worker to correct	1	14
9	Communication – Exchange/explain factual information involving no conflict	1	14
10	Care of Individuals – Work involves cleaning living areas	1	10
11	Environment/Working Conditions – Often exposed to highly undesirable working conditions in the form of contact with refuse waste and toilets	6	50
Total Points			239