



**TOTAL ACTION AGAINST POVERTY
JOB DESCRIPTION**

JOB TITLE: Custodial Floor Technician
COMPONENT: Property Management and Maintenance
SALARY: \$10.00--\$12.50 per hour
CLASSIFICATION: Non-exempt

DEFINITION AND PURPOSE:

The Custodial Floor Technician is responsible for maintaining the floors, and baseboards throughout our portfolio of properties. Work will be performed according to the safety and environmental guidelines established by TAP and the Janitorial Specifications found in **Attachment “A” Contract for Professional & Technical Services** between TAP & Head Start.

ORGANIZATIONAL RELATIONSHIPS:

Supervised by: Director of PMM, Superintendent of PMM, and the Custodial Team Leader
Supervises: No one
Coordinates with: Director and Superintendent of PMM and Custodial Team Leader

RESPONSIBILITIES:

- Follows Custodial Specifications such as:
 - Vacuums and shampoos carpet on a routine basis.
 - Strip’s, waxes and buff’s floors on a routine basis
 - Moves furnishings to clean behind or beneath, as needed.
- Keeps work and storage spaces clean:
 - Keeps Janitor closets clean, organized and in good working order.
 - Cleans, stores and equipment and dust/wet mops after each use.
 - Stores and secures cleaning supplies and assures all are kept out of reach to children.
- Keeps supervisor or Team Leader abreast of facility related issues:
 - Reports needed repairs.
 - Calls Team Leader if unable to report for work as scheduled no less than 2 hours before start time
 - Requests cleaning supplies, as needed.
 - Immediately reports potential health and safety issues to supervisor.

- Maintains a safe work environment:
 - Maintains supply of personal protective equipment.
 - Knows locations of first aid supplies, MSDS information and fire extinguishers.
 - Keeps cleaning supplies secure, especially from children.
 - Secures building throughout working hours and at end of the day.
 - Abides by all safety, environmental and TAP policies and procedures.
 - Disposes of waste materials in accordance with TAP's environmental procedures.
 - Performs other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrates general knowledge of cleaning methods, materials and equipment including high-speed buffers, scrubbers, burnishers, wet-dry vacuums, and extractors.
- Ability to work with persons of various cultures and abilities.
- Must be able to work nights and weekends on a regular basis
- Ability to understand and follow simple oral and written instructions.
- Demonstrates comprehensive knowledge of the occupational hazards and safety precautions of the workplace.
- Demonstrates ability to order janitorial supplies.
- Demonstrates ability to exercise independent judgment in determining operating conditions.

TRAINING, EDUCATION AND EXPERIENCE:

Must have 2 years documented experience as a Floor Technician with experience in cleaning hard floors and extraction and bonnet cleaning of carpets is required.

High School diploma, GED or equivalent is preferred.

SPECIAL REQUIREMENTS:

- Must have a valid Virginia Operator's license with a good driving record and reliable transportation.
- Must pass drug screening. Some positions require positive complete background screening including: criminal, sex offender and child protective services.
- Must be physically able to perform job duties as follows:
 - Able to climb ladders and stairs.
 - Able to lift a minimum of 50 pounds unassisted.
 - Able to stand or sit for long periods of time.
 - Able to work outside, sometimes in inclement weather.
 - Able to work in unsanitary conditions.

If position requires tools, TAP will purchase the needed tools. The employee using the tools will be responsible for the care/maintenance of the tools. If any tool(s) are damaged or malfunctions, the employee will return the tool(s) to the TAP office for replacement.

If the tool(s) are lost, the employee using the tool(s) will be responsible for replacing any tool(s) lost at their own expense.

This description provides information regarding the essential functions of the designated job, and general nature and level of work associated with the job. It should not be interpreted to describe all the duties that may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

Every TAP employee shares in TAP's responsibility to "Mobilize Community Resources" in support of TAP's anti-poverty efforts.

TAP hires only U.S. Citizens and lawfully authorized aliens.

Equal Opportunity Employer/Drug Free Workplace
Bilinguals Encouraged to Apply

Job Title: Custodian Floor Technician
Revised: 7-15-16