



**California
Human Development**

Creating opportunities for people to rise above barriers in their pursuit of better lives

<p>PROGRAM/DEPARTMENT Farmworker Services Program</p> <p>LOCATION: Dixon Office</p>	<p>CHD is committed to implementation of an Affirmative Action Policy and the Americans with Disabilities Act in its recruitment selection and placement of all personnel.</p> <p>CHD is an Equal Opportunity Employer.</p>
<p>JOB DESCRIPTION TITLE: Janitor</p>	<p>POSITION STATUS: Regular Part-Time</p> <p>FLSA STATUS: Non-Exempt</p>
<p>SALARY: Grade 3</p>	<p>PROGRAM HOURS: Varies</p>

CORPORATION DESCRIPTION: California Human Development (CHD) is a private, non-profit, human service agency that provides a wide range of programs and services throughout Northern California.

DIVISION DESCRIPTION: CHD’s Farmworker Services/Workforce Development Division (FWS-WDD) receives funds from multiple sources (Federal, State, Local, and Private). These programs are designed to prepare adult and youth migrant and seasonal Farmworkers and other disadvantaged, unemployed and underemployed individuals for full participation in the labor force. Services include all WIOA Career Services (Basic, Individualized & Training), Counseling, education, job training, Work Experience, Vocational Training, On-the-Job Training, Emergency Support Services and Vocational English Language classes. The results from completing the training include increased self-sufficiency, higher occupation skills and increased education which lead to satisfying careers, job security and prosperous lives.

SUMMARY: Under the supervision of the Senior Case Manager, the janitor performs the following duties:

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- A. Upkeep and cleaning of the offices, bathrooms, and food service areas, including:
- B. Vacuuming, dusting, moping, and disinfecting all areas as appropriate
- C. Checking and refilling bathroom supplies
- D. Perform light maintenance and activities such as changing light bulbs, replacing paper towels
- E. Throwing out the trashes
- F. Clean inside and outside of windows

- G. Actively participate in the safety program and provide meaningful suggestions for working safely.
- H. Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

LANGUAGE SKILLS

- A. Ability to interpret a variety of instructions furnished in written or oral form.

MATHEMATICAL SKILLS:

- A. Ability to use arithmetic skills normally applied in this position.
- B. Ability to compute rates, ratios, and percentages.

REASONING SKILLS:

- A. Ability to solve problems and resolve conflicts effectively.
- B. Ability to solve practical problems.

WORKING CONDITIONS:

A) **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position requires:

Frequently:	Walking, Seeing, Hearing, Speaking, Standing, Carrying, Stooping, , Lift up to 40 lbs, Squatting, Bending, Pushing/Pulling
Occasionally:	Kneeling
Seldom:	Climbing, Twisting

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

B) **WORK ENVIRONMENT:**

This is a fast paced environment and the noise level is usually moderate. May have exposure to hazardous materials or conditions

CERTIFICATES, LICENSES:

- Valid California Driver's license.
- Proof of insurance on personal vehicle.
- Recent satisfactory California DMV printout of driving record.

QUALIFICATIONS:

EDUCATION:

- A. High School Diploma or GED or equivalent experience

EXPERIENCE:

- A. Demonstrate ability to perform duties outlined above with direction, with minimum of supervision.
- B. Prior experience in custodial work.

CERTIFICATES, LICENSES:

- Valid California Driver's license.
- Proof of insurance on personal automobile.
- DMV printout of driving record.

ACCEPTANCE AND CERTIFICATION:

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions of my job as outlined above.

Employee's Signature Date

Supervisor's Signature Date