



## Montachusett Regional Transit Authority Job Description

**Position Title:** Janitor

**Department:** Facilities

**Reports to:** Facilities Manager

**Employment Status:** Part Time

**Supervisory Responsibilities:** N/A

### **Position Summary:**

This Position provides building services for the Authority. The base location for the position is at 840 North Main St. Leominster, however functions at other Authority properties maybe assigned. Primary functions (75%) include the cleaning, sanitizing, and maintaining the appearance of the interior and exterior components of the building. Secondary functions (20%) include, but are not limited to picking of the grounds, and limited landscaping care. Tertiary functions (5%) include: supporting other positions such as, assisting the building Maintenance team: e.g. replacing a ceiling tile, light bulb or as a support role for other tasks.

### **Essential Functions/Position Responsibilities:**

- Cleaning and upkeep of the building and grounds.
- Ensuring the buildings are in presentable condition.
- Using typical janitorial equipment properly and professionally including but not limited to: Vacuums, brooms, mops, floor scrubbers, duster, and other reasonably designated cleaning equipment.
- Vacuum, sweep, and mop floors.
- Cleaning and stocking restrooms.
- Sanitizing toilets, faucets, sinks and other .
- Wiping down all knobs, handles, railings, dusting vents and high contact areas.
- Clean up spills with appropriate equipment.
- Cleaning windows (interior and exterior)
- Changing/cleaning filters as directed.
- Informs supervisors or managers of major repairs that are needed.
- Collect and dispose of all building trash.
- Complete tasks in a timely manner with minimal supervision.
- Stocking of supply stock and notifying supervisor when low.
- Ensure doors are locked after hours.
- Perform minor building upkeep tasks within ability.
- Shoveling, salting, sanding during winter conditions.

**When duties and responsibilities change, the employee may be asked to perform other duties as required as business needs dictate. Employees are required to identify any changes in their job duties since the descriptions were last reviewed. Additionally, MART may ask that employees conduct a review of their position as part of the performance-evaluation process.**



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### Qualifications:

- High school Diploma or GED
- 2+ years' experience as a housekeeper, janitor, building custodian or other similar capacity with relevant skills applied.
- Experience with cleaning a commercial, institutional, or government facility.
- Experience with typical cleaning protocols in an office setting.
- Knowledge of cleaning products, chemicals, and appropriate uses.
- Able to read, write, and understand English.
- Valid Driver's License .

### Skills:

- Ability to manage your time efficiently.
- Work independently and complete tasks.
- Ability to lift at least 25 pounds.
- Knowledge of typical janitorial tasks.
- Basic math skills.
- Able to work safely with a variety of cleaning supplies.
- Able to use basic cleaning equipment: Mop, Broom, and Vacuum.

### Working Environment and Physical Requirements

Works primarily in a typical, climate-controlled office environment.



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| PHYSICAL REQUIREMENTS  | RARELY<br>(15%) | OCCASIONAL<br>(15%-40%) | FREQUENT<br>(40% - 70%) | CONTINUOUS<br>(OVER 70%) |
|--|-----------------|-------------------------|-------------------------|--------------------------|
| Ability to work closely with diverse group of people         |                 |                         |                         | X                        |
| Regular, predictable attendance                              |                 |                         |                         | X                        |
| Ability to sit for extended period                           |                 |                         | X                       |                          |
| Use of hands and fingers to operate telephone and computer   |                 |                         |                         | X                        |
| Moderate noise   |                 | X                       |                         |                          |
| Hearing  |                 | X                       |                         |                          |
| Dusty Environment  |                 | X                       |                         |                          |
| Exposure to Fumes/Odors                                      |                 | X                       |                         |                          |
| Exposure to Heat/Cold Temps                                  |                 |                         |                         | X                        |
| Climbing Stairs  |                 |                         |                         | X                        |
| Walking  |                 |                         |                         | X                        |
| Stress   |                 |                         | X                       |                          |
| Standing   |                 | X                       |                         |                          |
| Stooping   | X               |                         |                         |                          |
| Bending  |                 |                         | X                       |                          |
| Climbing Ladder  |                 | X                       |                         |                          |
| Twisting Neck  |                 | X                       |                         |                          |
| Bending  |                 |                         |                         | X                        |
| Reaching/Pulling/Pushing                                     |                 | X                       |                         |                          |
| Lifting 10 lbs. or less                                      |                 | X                       |                         |                          |
| Lifting 40 to 50 lbs.  |                 |                         |                         | X                        |
| Driving  |                 |                         | X                       |                          |
| Specific Vision Abilities- close vision due to computer work |                 |                         | X                       |                          |
| Color Vision – Ability to identify and distinguish colors    |                 |                         |                         | X                        |
| COGNITIVE REQUIREMENTS                                       | RARELY<br>(15%) | OCCASIONAL<br>(15%-40%) | FREQUENT<br>(40% - 70%) | CONTINUOUS<br>(OVER 70%) |
| Communication Oral   |                 |                         |                         | X                        |
| Communication Written  |                 |                         |                         | X                        |
| Interpreting Skills  |                 |                         |                         | X                        |
| Implementing   | X               |                         |                         |                          |
| Evaluating   |                 |                         |                         | X                        |
| Organizing   | X               |                         |                         |                          |
| Consulting   | X               |                         |                         |                          |
| Analyzing  | X               |                         |                         |                          |



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|   |   |  |   |   |
|---|---|--|---|---|
| Presenting                                | X |  |   |   |
| Supervising                               | X |  |   |   |
| Ability to Deal with Stressful situations |   |  |   | X |
| Ability to Deal with Trauma, grief, death | X |  |   |   |
| Ability to deal with Public Contact       |   |  |   | X |
| Decision making                           | X |  |   |   |
| Work with Others                          |   |  |   | X |
| Work Alone                                |   |  | X |   |
| Concentration                             |   |  |   | X |
| Comprehend and follow instructions        |   |  |   | X |
| Relate to Others                          |   |  |   | X |
| Influence Others                          | X |  |   |   |
| Perform complex or varied tasks           | X |  |   |   |