

## **Janitor**

Reports to: Assistant Station Manager  
Division: Everts Air Cargo

Department: Janitorial  
Station: ANC

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### **Job Summary:**

Maintain buildings in a clean and orderly fashion.

### **Essential Functions:**

1. Must be able to lift over 60 pounds, use cleaning compounds required in a hanger facility, climb ladders and stairs and use various equipment (i.e.: forklifts) to accomplish tasks.
2. Perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing trash.
3. Keep buildings in a clean and orderly condition, including bathroom cleaning, carpet shampooing, dusting, floor polishing, upholstery cleaning and window cleaning.
4. Responsibilities may also include work involving two or more maintenance skills to keep machines, mechanical equipment, or structure of an establishment in repair.
5. May also include planning and lying out of work relating to repairs, repairing electrical and/or mechanical equipment.
6. Perform routine maintenance activities, notifying management of need for repairs and additions, cleaning snow or debris from sidewalks.

### **Additional Duties:**

#### Safety

1. Comply with all safety aspects of your position.
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Follow all Company practices and procedures.
4. Contribute to the Safety Culture of the Company.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those that you can't personally correct to a supervisor.

#### Security

1. Maintain employee vigilance and report all security concerns.
2. Be observant of anyone acting suspiciously and ensure that personnel/visitors are conforming to airport security guidelines.

### **Physical Abilities:**

The Physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Sufficient physical ability, strength, mobility and stamina to lift, carry, push or pull objects which may frequently exceed 70 pounds in a series of functional tests which clearly simulates the work environment.
2. Sufficient physical ability, strength, mobility, and stamina to drive a vehicle, bend, stretch, stand, knee, walk and extend legs.
3. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.

4. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**Qualifications:**

Individual must be energetic, self-motivated and comfortable with frequent changes. Must be able to accomplish assigned tasks independently and in a timely manner.

*This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Printed Name \_\_\_\_\_