

## **Janitor**

Reports to: Assistant Station Manager  
Division: Everts Air Cargo

Department: Janitorial  
Station: ANC

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### **Job Summary:**

The Janitor performs custodial and basic maintenance duties in and around Everts Air facilities.

### **Job Duties:**

1. Must be able to lift 70 pounds, use cleaning compounds, climb ladders and stairs and use various equipment e.g. forklifts, floor scrubber, snow blower, lawn mower, etc. to accomplish tasks.
2. Perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, moving furniture, washing walls and glass, and removing trash.
3. Supply and clean designated facilities including dusting, sweeping, vacuuming, mopping, floor polishing, upholstery cleaning, window cleaning, laundry, carpet shampooing, cleaning ceiling vents, restroom cleaning, etc.
4. Requisition supplies and equipment needed for cleaning and maintenance duties.
5. Perform basic and/or routine maintenance tasks to repair equipment and maintain facilities e.g. painting, replacing damaged ceiling and floor tiles, patching walls, etc.
6. Perform routine grounds maintenance activities including clearing snow or debris from sidewalks and driveways and mowing and trimming lawns and shrubbery.
7. Identify and report safety hazards or possible repairs.
8. Conduct safety inspection of vehicles and equipment prior to use, to ensure proper working order.
9. Monitor facility security and perform lockdown procedures.
10. Perform related work as assigned.

### **Additional Responsibilities:**

#### Safety

1. Comply with all safety aspects, specific practices and procedures of the work scope and position(s).
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Contribute to the Safety Culture of the Company and report any Safety Hazards.
4. Required to learn and understand Dangerous Goods Transportation requirements.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those, that you are unable to personally correct, to a supervisor.

#### Security

1. Comply with all security practices, policies and procedures as trained.
2. Maintain employee vigilance and report all security concerns.

#### Administrative

1. Build an organizational culture in which passion for continuous improvement is innate.
2. Ensure adherence to procedures that promote the health and welfare of all employees.

### **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. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. 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.

3. Physical ability to sit for extended periods of time.
4. Requires the ability to be sedentary for extended periods of time.
5. 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.

**License(s):**

1. Valid Driver's license

**Qualifications:**

1. Individual must be energetic, self-motivated and comfortable with frequent changes. Must be able to accomplish assigned tasks independently and in a timely manner.
2. Ability to maintain confidentiality in all aspects of employment, including file and record maintenance.
3. Knowledge of technology used for training purposes or possess an interest in learning the technological methods used in training.

*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.*

Everts Air Cargo is an Equal Employment Opportunity Commission compliant (EEOC) employer.

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

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