



BEFORE THE BOARD OF COLUMBIA COUNTY PUBLIC TRANSPORTATION

Resolution Authorizing Job Description) Resolution 2018 - 3
For Part Time Janitorial Assistant)

WHEREAS: There is no Job Description for a Part Time Janitorial Assistant:

WHEREAS: There is a need for a Job Description for a Part Time Janitorial Assistant:

IT IS HEREBY RESOLVED BY THE BOARD OF COLUMBIA COUNTY PUBLIC TRANSPORTATION:
The creation of a new Job Description for a Part Time Janitorial Assistant.

SEE ATTACHMENT "A"

PASSED AND ADOPTED: by the Columbia County Public Transportation Board, State of Washington, on this 23rd day of May 2018

**BY THE BOARD OF COLUMBIA COUNTY
PUBLIC TRANSPORTATION, COLUMBIA
COUNTY, WASHINGTON**

Craig George, Chairman



Job Description for:

Part Time Janitorial Assistant

Department: Columbia County Public Transportation
Reports To: General Manager
FLSA Status: Nonexempt hourly employee

POSITION HIRED FOR: Part-Time

Summary

This position is part-time.

Individuals selected may be assigned on any day of the week.

Illustrated Examples of Duties:

- Dependable attendance and on-time performance
- Adherence to instructions from the Head Janitor and General Manager
- Maintenance of bus cleanliness, as needed, as well as assisting operators in cleaning their vehicles as scheduled to do so
- Performance of related work as required
- Attendance at employee meeting and training sessions

Janitorial duties include but are not limited to the following:

MINIMUM WEEKLY DUTIES

- **Clean training room**
 1. vacuum
 2. dust
 3. clean, organize and wash down tables, counters, cabinets, sink and window sills
 4. clean sink
 5. wipe down chairs including seat backs and pedestals
 6. clean microwave
 7. empty garbage's and keep cans cleaned-training room, shop and all offices

- **Clean hallway**
 1. wash counters and cabinets
 2. dust copy machine
 3. mop floor

- **Clean restrooms**

1. wash sink, cabinets and walls
2. clean toilet
3. mop floors

- Clean shop counter, sink and cabinets

*******Please note that many of the duties listed above should be completed more often if warranted; especially, vacuuming, tables wiped down, toilets and sinks, garbage emptied.**

MINIMUM MONTHLY DUTIES

- Sweep front porch area and handicap parking spaces
- Wash all windows including offices (including outside when weather warrants)
- Spot clean carpet in training room (more often if time warrants)
- Remove light covers and clean as needed
- Dust pictures and certificates on wall
- ANY OTHER DUTIES AS ASSIGNED

Dispatch, Operations Manager, and GM are responsible for keeping their own offices clean unless instructed to do otherwise.

The omission of specific statements of duties above does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Requirements

Possess good public relations skills, be highly motivated, dependable, friendly, and have work experience where these skills are utilized

No convictions of any law involving physical molestation, abuse, injury, or neglect

No applicant will be refused work on the basis of race, color, sex, religion, national origin, creed, marital status, or age.

Language Skills

A janitor must have:

- the ability to read and interpret documents such as safety rules
- the ability to effectively communicate in English with other employees and supervisors

Reasoning Ability

The successful Janitor will have the ability to solve practical problems and deal with a variety of concrete variables in situations where limited standardization exists. The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form is desirable.

Essential Functions of the Position

The Janitor must be physically able to perform the duties of the position on an work schedule. Dependable attendance and on-time performance is required.

Work Environment





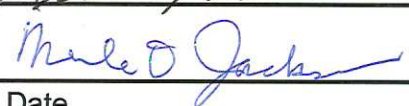
Breaks can be taken during a shift.

The job may require a person to work both inside and outside according to the job assignment for the day.

Wages and Benefits

Salary schedule is reviewed and updated annually. A copy can be seen in the administration office. Raises are given according to time in service basis only. COLA's may be given with the approval of the Board of CCPT. Employees hired to work a minimum of 30 hours per week will earn pro-rated vacation and sick leave hours. In addition, if you are hired to work a minimum of 70 hours per month, contributions will be made monthly to the Public Employees Retirement System (PERS). Health insurance benefits are available and payable when you work a minimum of 30 hours per week.

APPROVED
COLUMBIA COUNTY TRANSPORTATION AUTHORITY BOARD

	Chairman
	Director
	Director
	Director
	Director
Approval Date _____	

I have read and understand the job description for this position.

Employee Signature _____ **Date** _____