

Janitor

Position Overview:

Promote a high degree of customer satisfaction within the company. Maintain a clean and safe exterior and interior store.

- Reports To: Store Manager, or person in charge
- Coordinates With: Store management, Pharmacy Manager and area coordinators.

Essential Job Functions:

- Thoroughly clean, disinfect, and replenish supplies in the restrooms daily.
- Assist in the repair or replacement of lights and equipment (paint, plumbing, etc.).
- Ensure that adequate janitorial supplies are in stock
- Ensure every customer is satisfied by answering all questions politely and quickly, escorting customers or calling for customer assistance when needed.
- Sweep the entire store daily and follow the scrubbing and waxing schedule, empty trash, clean windows, and clean offices.
- Maintain the exterior of the building and grounds.
- Work as a team with management, area coordinators, and coworkers to keep the store clean and safe.

Physical Requirements:

Occasionally = up to 1/3 shift

Frequently = up to 2/3 shift

Continuously = throughout shift

- Standing: Continuously in combination with walking on concrete surface.
- Sitting: 0% of the time.
- Walking: Continuously in combination with standing.
- Worker Mobility: Can Change positions frequently throughout work shift.
- Carry/Lift: Frequently and independently work with 0-40 pounds, depending on supplies, equipment and materials used.
- Pushing/Pulling: Frequently and independently push/pull cleaning equipment while scrubbing, waxing and cleaning floors, utilizing continuous back and forth motion. Occasionally while retrieving multiple shopping carts.
- Bending/Squatting: Frequently while emptying trash cans, picking up or scraping up debris from the floor that cannot be swept up, picking up cardboard from the sales floor, cleaning toilets, etc.

- Reaching/Handling: Use of fingers/hands/arms continuously. Occasionally overhead reaching needed for higher shelf cleaning, window, door, etc.
- Grasping/Squeezing: Continuously.
- Twisting: Frequently throughout work shift.
- Climbing: May occasionally climb ladders to reach higher areas. Frequently climb stairs to reach upstairs areas for cleaning and the stock/supply areas, etc.
- Crawling: Occasionally while performing cleaning duties.

Social Skill Requirements:

- Ability to positively interact with others.
- Ability to effectively send and receive verbal communication using the English language.

Aptitude Requirements:

- Must be able to read English.
- Must have ability to analyze, reason, and make decisions.
- Must be able to learn and retain new skills.

Environmental Requirements:

- Work is performed both inside and outside of store.
- Frequent exposure to outside elements.
- Exposure to chemicals and/or compounds throughout shift.

This position summary covers most of the duties performed, however, other duties and responsibilities not listed may be assigned at the discretion of management.

After reviewing this position summary, can you perform all of the functions listed? ☐ Yes ☐ No

If no to the above, please identify any functions that you are unable to perform.

I verify that I have thoroughly reviewed the position summary for Janitor and that I understand the job requirements and essential job functions.

Signature: _____ Date: _____

Print Name: _____