

Title: Janitorial Staff Coordinator	Effective Date: June 25, 2016	Grade: IX	Job Category: Service-Maint.
Prior Title: Janitorial Staff Coordinator	Prior Effective Date: January 20, 2015	Grade: VIII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision this position is responsible for coordinating and overseeing the work activities of janitorial personnel.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Schedule, supervise and coordinate work activities of janitorial staff.
- Inspect work, investigate complaints regarding janitorial services, and take corrective action as needed.
- Purchase janitorial supplies and equipment, and manage supplies inventories.
- Issue janitorial supplies and equipment to workers and track equipment inventory.
- Train employees in proper janitorial methods and procedures and proper operation of equipment.
- Perform preventive maintenance on janitorial equipment.
- Sweep and mop floors.
- Strip, buff, and wax floors.
- Empty trash, dust surfaces, and clean windows.
- Move furniture occasionally.
- Maintain furniture occasionally.
- Clean restrooms and maintain restroom dispensers.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Ability to follow and give oral and written instructions. Ability to provide leadership and training to employees. Ability to use electronic and manual cleaning tools. Availability for shift work.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.