



JOB POSTING- Post until 8/1/17
FULL TIME JANITOR- Kensington

Job Title: Maintenance Assistant/Janitor
Supervisor: Program Manager or Division Manager
Site: Kensington/Mount Prospect

Minimum Requirements:

- Ability to lift/carry up to 75 lbs.,
- Ability to perform basic physical moves such as lifting, carrying, kneeling, reaching, crouching, bending, and twisting,
- First Aid certification,
- Valid driver's license and maintain reliable transportation.

Job Responsibilities:

- Support the Mission Statement and agency values of Search,
- Demonstrate kindness, courtesy, flexibility, responsiveness and consistency in meeting physical plant needs,
- Present yourself in a professional manner as a representative of Search to coworkers, family members, guardians, community members, and representatives from affiliated agencies,
- Maintained assigned work sites according to Search standards for good repair, cleanliness, order, and safety,
- Maintain all equipment in good working order and monitor supplies of materials necessary to maintain physical plant environments,
- Follow established safety procedures in handling or using equipment or hazardous materials, including the proper use of protective clothing and equipment,
- Complete assigned duties in a time efficient manner in the absence of direct supervision,
- Communicate regularly with supervisor regarding status of assigned tasks, material supplies, and general site needs,
- Maintain compliance with personnel policies as stated in the employee handbook,
- Demonstrate an understanding of the Corporate Compliance policy including the employee work rules and state/federal regulations related to services provided by Search,
- Participate in training sessions and meetings as assigned,
- Complete reports and other documentation as assigned,
- Demonstrate flexibility in schedule as to respond to physical plant and weather related emergencies, including but not limited to snow removal at other assigned sites,
- Completes other duties as assigned.

*Anyone interested in applying for this position should email
Tami Homan at thoman@search-inc.or no later than 8/1/17.*