



JOB POSTINGS- Post until 1/24/18 JANITOR- Waukegan (Part Time) & Chicago/Lincoln site (Full Time)

Overview

The Janitor has essential responsibilities to help maintain the physical plant needs and standard of cleanliness of the program. This includes daily attention to general and detailed cleaning and light maintenance of the site. This position requires effective communication with the program and physical plant managers and ability to carry out responsibilities with minimal supervision. This position reports to the Program Manager.

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 either of these positions should email
Tami Homan at thoman@search-inc.or no later than 1/24/18.