

TLCPA Services

Position Description

POSITION TITLE: Airport Janitorial

STATUS: Part-time, availability dependent on airline flight schedule to include nights, weekends, and holidays, 20-30 hours per week.

PAY RATE: \$15/hr.

POSITION OBJECTIVES:

1. To provide daily cleaning, care, and janitorial care of facilities at Eugene F. Kranz Toledo Express Airport, including restroom facilities, carpeted/tiled floors, stairways, and aircraft loading bridges.
2. To operate and maintain a variety of janitorial-related equipment in the performance of duties.
3. To perform related duties as required.

QUALIFICATIONS:

1. High School Diploma or GED equivalent.
2. At least one (1) year of janitorial work experience, including operating and maintaining floor care equipment incidental to work to be performed.
3. Valid Ohio driver license.
4. Satisfactory results on a 10-year background investigation to obtain required airport credentialing.

COMPETANCIES:

1. Ability to exercise confidentiality regarding knowledge of airport operations, sensitive security information, and privacy of the customer.
2. Show initiative towards tasks.
3. Ability to work with or without direct supervision.
4. Highly organized and detail oriented.
5. High performance level and strong team player.

SUMMARY OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Sweeps, vacuums, mops, scrubs, and polishes floors using commercial equipment.
2. Sometimes using ladders, dusts, and washes walls, and dusts and polishes light fixtures.
3. Moves cabinets, boxes, furniture, crates, and equipment to clean areas, may remove stains from such surfaces as rugs, walls, and floors using chemicals and cleaning solutions.
4. May also sweep walks, and empty trash on outside of the facility.
5. All applicable tasks associated with the cleaning, sanitation, and supply stocking of public restrooms.
6. Removes trash.
7. Identify and report repairs.
8. Act as an airport ambassador to assist customers as needed while working.
9. Perform other duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are a representation of that which must be met by an employee to successfully perform these essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with a disability to perform the essential functions.

Physical demands: While performing the duties of the job, the employee must be able to:

1. Effectively write, talk, see, and hear.
2. Have full physical dexterity and agility.
3. Have good eye/hand coordination.
4. Walk, stand, sit, push, pull, bend, stoop, squat, stretch, and lift up to 50 pounds.
5. Perform all the essential job duties without creating a direct threat to the safety of oneself or others.

Work environment: While performing the duties of this position, the employee is exposed to various office and outdoor environments. Within the Airport Safety, Maintenance, and Terminal Buildings, the noise level in the work environment is usually moderate. Outside Airport buildings, the noise level may be loud. The employee may be exposed to the weather conditions prevalent at the time.

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