

TLCPA Services, Inc.
Position Description

TITLE: **Airport Janitorial Services Worker**

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

PAY RATE: \$15.00/hour

POSITION OBJECTIVES:

1. Provide daily cleaning and care of facilities at Eugene F. Kranz Toledo Express Airport, including, but not limited to, restroom facilities, carpeted/tiled floors, stairways, and aircraft loading bridges.

QUALIFICATIONS:

1. Possess either a High School Diploma or GED equivalent.
2. Have at least one (1) year of verifiable janitorial work experience, including the operation and maintenance of floor care equipment that demonstrates the knowledge, skill, and ability to perform the duties of this position.
3. Possess a valid Ohio driver license.
4. Satisfactory results on a 10-year background investigation to obtain required airport credentialing.

REQUIRED SKILLS:

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

SUMMARY OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Sweep, vacuum, mop, scrub, and polish floors using commercial equipment.
2. Operate and maintain a variety of janitorial-related equipment in the performance of duties.
3. Using ladders, dust and wash walls, and dust and polish light fixtures.
4. Move 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.
5. Sweep walks and empty trash on the outside areas of the facility.
6. All applicable tasks associated with the cleaning, sanitation, and supply stocking of public restrooms.
7. Remove trash.
8. Identify and report needed repairs.
9. Act as an airport ambassador to assist customers as needed while working.
10. 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 accommodations 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 a 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.