

Detailer Job Description

Position: **Detailer** Drug Test: **Yes**

Type of Company: **Janitorial** Background Check: **yes**

Rate of Pay: **\$8.00 an hour** Physical: **bending, stooping, lifting and being on feet up to 8 hours**

Hours per week: **20-40 per week** DMV: **Clean DMV and own transportation**

Location: **various**

Schedule: **swing shift hours (must be flexible)**

List of Tasks the person will be trained on performing:

1. Cleaning
2. Use of equipment and chemicals
3. Communication with Supervisor (Written or Oral)
4. Time Management / Working efficiently
- 5.

List of Equipment the person should be familiar with or will have to utilize while performing job tasks:

1. Cleaning equipment
2. Telephone

Type of Training to be received while working through SCAP-SE:

1. Chemical / Hazmat
2. Safety
3. Procedures
4. Policies

STANDARDS OF RESPONSIBILITIES:

- Clean each building according to the task schedule
- Clean within timeframe assigned checking in and out of building using designated phone
- Perform any project work that is assigned
- Drive in a responsible manner and obey all traffic regulations
- Wear proper uniform and identification at all times
- Keep the janitor's closet cleaned and stocked with supplies for two weeks
- Keep equipment clean and report any problems with equipment to supervisor
- Check the communications log/express time messages nightly
- Be polite and considerate to the customers and the people in the building, as well as fellow employees
- Be security minded and responsible for security while working alone, locking doors behind you
- Be responsible for and secure all keys assigned to you
- Be able to lift 50 lbs. 25% of the working time
- Be able to stand and walk for extended periods of time

- Abide by the rules in the Employee Handbook
- Do not use personal cell phone during work unless on break or there is an emergency
- Report any damage to building or its contents immediately
- Report any found items or valuables
- You must never take anything from the account, even if it's in the trash. If uncertain, ask supervisor and ServiceMaster will ask permission from client.

STANDARDS OF PERFORMANCE:

- Complete all training to the satisfactory of the supervisor and Operations Manager
- Meet all safety requirements including wearing personal protective equipment
- BE ON TIME FOR WORK
- Call the office by 10:00 am of any day when you are sick and cannot work
- Must receive a passing score on all inspections
- Call in on time
- Keeping system in the required manner or complete timecard accurately and completely, turn in on time
- Work completed in budgeted amount of time. if exceeding time budget report to supervisor immediately
- Janitor's closet is always neat and organized
- All supervisors / Customer requests are taken care of each night
- Uniform is always clean and neat
- No smoking in building or while working except when on breaks outside the building
- Not under the influences of intoxicating substances while at work
- When working in building, all doors are locked and alarms are set when applicable and no one is admitted to building
- Lost or damaged keys are reported to supervisor