



2121 Hubbard Ave.  
Decatur, IL 62526  
217.875.1910  
www.maconresources.org

## **Janitor II, Full-time, Non-exempt**

### GENERAL DESCRIPTION

Under immediate supervision of the Janitorial Supervisor, the Janitor II is responsible for performing duties to ensure completion of Macon Resources, Inc. (MRI) contract work and for supervision of the work area in the absence of the Janitorial Supervisor when specifically assigned by the Lead Janitorial/Lawn Care Foreman.

### ESSENTIAL JOB RESPONSIBILITIES

1. Runs assigned equipment including but not limited to vacuum cleaners, floor scrubbers/buffers, carpet cleaning equipment and use of ladders to clean floors, windows, display areas, rest rooms, drinking fountains, vents, hallways; remove indoor and outdoor trash and litter to meet the quality specifications for the contract work assigned.
2. Supervises the employees and individuals in training in the absence of the Janitorial Supervisor when specifically assigned this responsibility on a temporary basis by the area Lead Janitorial/Lawn Care Foreman.
3. Loads and unloads equipment and supplies with care to protect the equipment, vehicle and vehicle bed from damage as assigned.
4. Maintains clean, orderly storage areas at all sites; returns all equipment, tools and supplies to appropriate storage areas at the end of work in designated locations and/or shift; and assists with cleaning of the vehicle used by the crew on a scheduled bases.
5. Handles cleaning products to meet all safety policies and procedures.
6. Assumes the responsibility to attend and complete the initial MRI training requirements (core training and job-specific training). On an ongoing basis, attends and participates in any required recertification or refresher sessions and/or other training deemed appropriate by the supervisor and/or the Program/Department Director within specified time frames.
7. Administer standard First Aid and CPR procedures on an as-needed basis, while maintaining current certification for both.



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8. Drives MRI vehicle or his/her own vehicle, transports individuals in work training and MRI equipment to/from work sites; observes all local, state, and federal laws, as well as, all agency policies and procedures.
9. Secures the building(s) at the end of each cleaning by closing windows, locking designated doors and gates and turning off lights, as assigned.
10. Assists with minor maintenance duties as assigned, including but not limited to: replacing worn belts and tightening loose screws.
11. Communicates, retains, and releases information (both written and verbal) on a need-to-know basis and in accordance with the Mental Health and Developmental Disabilities Confidentiality Act and MRI Policies and Procedures.
12. Practices and enforces MRI Safety Policies and Procedures and assures the safety of staff, persons/families served, agency guests, and agency property.
13. Keeps supervisor informed verbally and in writing of problems and activities within assigned area of responsibility; refers matters beyond the limit of authority and expertise to the supervisor for direction.
14. Performs special projects or other related work within the scope of the job responsibilities of this position as required or requested.

#### NON-ESSENTIAL JOB RESPONSIBILITIES

None

#### SUPERVISORY RESPONSIBILITIES

None

#### JOB QUALIFICATIONS

1. High school diploma or GED preferred. Three or more months janitorial experience required.
2. Must be able to meet the following physical capabilities:
  - a. lift and carry 50-85 pounds;
  - b. full range of mobility: turn, balance, push, handle, reach, stoop, kneel;



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- c. good eyesight, depth perception, color vision and eye/hand coordination; and
  - d. adequate speech and hearing to meet job responsibilities.
3. Must be able to work in the following environment:
  - a. Inside and outside, hot and cold, with temperature changes.
  - b. Noise and vibration.
  - c. Adequate ventilation and light.
  - d. Moving objects.
4. Must be able to use vacuum cleaners, floor scrubbers/buffers on hard floors, carpet cleaning equipment and safely use ladders.
5. Must be able to maintain payroll, financial, personnel, and information related to persons served as confidential and in accordance with the Mental Health and Developmental Disabilities Confidentiality Act and the Policies and Procedures of Macon Resources, Inc.
6. Must be able to add, subtract, multiply, and divide all units of measure.
7. Must be able to read and understand written instructions and quality guidelines.
8. Must be able to communicate effectively and diplomatically in both oral and written form and be able to meet and work with the public.
9. Must be able to set up and maintain clean, orderly storage areas, inspect finished work, record quality and schedule information and solve practical work problems.
10. Must be able to complete MRI training requirements.
11. Must be able to adhere to the Safety Policies and Procedures of MRI
12. Must have reliable transportation to conduct agency business and/or to transport individuals served as needed; must maintain a valid Illinois drivers License and a good Motor Vehicle Record; and must maintain personal auto insurance with minimum coverage of bodily Injury-Liability per Person of \$100,000 and Liability per Accident of \$300,000, Property Liability of \$100,000; Medical payments of \$5,000; and Uninsured/underinsured Person of \$100,000 and Accident of \$300,000.
13. Must have or be able to obtain first-aid and CPR certification within 60 days of employment and maintain certification throughout employment.