

Goodwill Industries of San Diego County Job Description

Job Title: EVS Worker
Department: Environmental Services (EVS)
Reports To: EVS Director
FLSA Status: Non-Exempt
Prepared By: George Silva
Prepared Date: September 25, 2003
Approved By: George Silva, Jim Medard
Approved Date: September 25, 2003

GOODWILL INDUSTRIES OF SAN DIEGO PURPOSE: To assure the employment of people with disabilities and other barriers to employment.

SUMMARY

Keeps premises of corporate offices building in clean and orderly condition by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Cleans and polishes lighting fixtures, marble surfaces, and trim.

Cleans rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, and locker rooms and other work areas.

Sweeps, scrubs, mops, waxes, and polishes floor.

Cleans rugs, carpets, upholstered furniture, and draperies.

Dusts furniture and equipment.

Polishes metalwork.

Washes walls, ceiling, and woodwork.

Washes windows, door panels, and sills.

Empties wastebaskets, and empties and cleans ashtrays.

Transports trash and waste to disposal area.

Replenishes bathroom supplies.

Cleans bathrooms.

Replaces light bulbs.

Cuts and trims grass, when needed.

Transports small equipment or tools between departments.

Sets up tables and chairs for meetings and removes them at end of meeting.

Abides by all safety regulations. Follows all Goodwill's established policies and procedures.

Performs other miscellaneous duties as assigned or directed.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to operate all equipment related to janitorial services work, for example: high speed buffer, all-in-one scrubber, two-speed buffer, vacuums, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School or equivalent.

LANGUAGE SKILLS

Must be able to read and understand labels on chemicals.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift and carry 75 lbs. on an occasional basis. Must be able to climb ladders, crawl, stoop and bend.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May be exposed to dusty environment.

CONTACTS Has frequent contact with all EVS staff, including apprentices. Has frequent contact with all employees working at headquarters. Has occasional contact with the public.

This job specification should not be construed to imply that these requirements are the exclusive standard of the position. Duties and responsibilities may be added, deleted or changed at any time at the direction of the management, formally and informally, either orally or in writing.

Goodwill is a culturally diverse and inclusive organization.

I have reviewed and received a copy of this job description.

Name **Date**

Job Description Dated:

Reviewed _____

ORGANIZATIONAL CHART

