

# OPERATION Breakthrough

3039 Troost • Kansas City, MO 64109 • [operationbreakthrough.org](http://operationbreakthrough.org)

*Operation Breakthrough, Inc. is an equal opportunity/affirmative action employer and encourages applications from all qualified individuals including women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals. If you are interested in a career with Operation Breakthrough, Inc., please review our current job opening below.*

## **Day Porter/Janitor Non-Exempt, Full Time**

### **JOB SUMMARY:**

The skills required by a day porter include reading comprehension skills, coordination skills, oral comprehension skills and equipment selection skills. It is important to be able to read instructions for cleaning certain surfaces and fixtures. It is also important to have oral comprehension skills to be able to follow verbal cleaning instructions. Equipment selection skills are useful in selecting the proper tools for each cleaning surface and fixture. It is also helpful to have manual dexterity, flexibility, and trunk strength when moving heavy furniture and lifting and arranging things.

### **QUALIFICATIONS:**

- High School Diploma with a minimum of (2) year of related experience and/or training, or equivalent combination of education and experience.
- Ability to move and lift heavy objects (up to 75 lbs).
- Pass a background and drug screening.
- A TB skin test and physical required.
- Must possess a valid driver's license and maintain an insurable driving record.

### **ESSENTIAL JOB FUNCTIONS**

- Sweeps, scrubs, mops, waxes and buffs floors, vacuums rugs, and carpets
- Dust and polishes furniture and woodwork
- Cleans and sanitizes restrooms
- Washes windows and walls
- Polishes metal work
- Takes care of equipment and materials
- Keep a weekly inventory of janitorial supplies
- Locks or unlocks buildings and gates as required
- Assist with floor care in the kitchen
- Assists in moving and arranging furniture and equipment and setting up for special events or meetings
- Cleans blinds
- Scrapes and refinishes floors
- Cleans and picks-up trash throughout buildings
- Perform daily health and safety site inspections. Suggest improvements to provide a healthier environment for children, families, and staff.
- Take precautions to protect own health and safety as well as the health and safety of children, families, and staff and to protect equipment and facility.

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**ESSENTIAL FUNCTIONS: (continued)**

- Work various hours and days, including evenings and weekends depending on facility needs or in case of emergency.
- Strong experience in managing multiple priorities
- Familiarity with customer service operations
- Proficient in housekeeping practices
- Ability to work well with co-workers
- Ability to operate office machines effectively
- Other duties as assigned by supervisor.

**COMPETENCIES:**

- Good problem-solving skills, mature attitude, works well in a team setting.
- Maintain and project a professional appearance as it relates to job performance.
- Maintain cooperative relationships with fellow employees, supervisors, administrators, children, families and the general public.
- Communicate effectively in a culturally competent and diverse consumer population and promote favorable interaction with directors, managers, co-workers, and others.
- Complete required record keeping, including checklists of the daily schedule, cleaning checklists, and special events.
- Ability to work independently with little to no supervision.

**PHYSICAL FUNCTIONS:**

The physical functions 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 requested.

- Safely climb ladders up to ten (12) feet in height
- Stand for extended periods of time
- Bend, twist, kneel and stoop
- Lift and carry seventy-five (75) pounds
- Reach in all directions
- See for the purpose of reading rules, policies and other printed materials
- Hear and understand speech at normal levels
- Communicate clearly and understandably in normal conditions.

**Reports to:** Facilities Manager

**Deadline:** Open Until Filled

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