



**SOUTH JERSEY PORT CORPORATION
NOTICE OF JOB OPENING
DATE: May 13, 2020**

FULL-TIME JANITOR

The successful applicant will receive an hourly pay of \$15.00.

SUMMARY: The Janitor cleans and keeps in an orderly condition the working areas and washrooms or premises of an office, meeting room or other facility. Duties involve a combination of the following: sweeping, mopping, or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; minor maintenance services; and cleaning lavatories, showers, and restrooms.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Performs janitorial tasks in the offices which entail dusting without disturbing papers and items on desks and tables. Items on floor may be moved to allow mopping, vacuuming, or waxing, but furniture shall not be cleaned or polished with any substances that leave an oily residue on the surfaces. All flat surfaces within reach must be dusted.
- All points of contact including but not limited to doors, door handles, arm rests, plumbing fixtures, lunch tables and any other surface that is considered a point of contact, must be disinfected, and sanitized daily.
- Performs janitorial tasks in the Executive Offices at the start of each morning, including but not limited to a rotation of mopping and/or vacuuming, dusting and emptying trash can.
- Performs janitorial tasks in restrooms including, but not limited to, thoroughly cleaning the interior and exterior surfaces of urinals, toilet bowls and tanks, sinks and associated exposed plumbing and vanity tops.
- Performs janitorial tasks in the lunchrooms, locker rooms and associated washrooms. Benches, stools, tables, and personal items shall be temporarily moved to allow mopping, vacuuming, or waxing. Any items moved must be returned to their previous location. Janitors shall not enter any lockers.
- Empties all trash containers in the executive offices, kitchens, pantries, and lunch/break rooms every afternoon.
- Collects and transports all trash to the designated trash containers.
- Monitors perimeter fence line, truck waiting areas and off-terminal Port owned properties. Picks up and disposes of light trash and maintains a log of large items and reports to supervisor.
- Operates designated vehicle for each of the two terminals, which contains cleaning equipment and supplies. Accesses a designated supply room for any additional cleaning supplies required. Maintains stockroom inventory and ensures that supplies are in stock at all times.
- Safely operates all vehicles and other job-related equipment.
- Observes appearances and conditions of premises and equipment and reports needed repairs or conditions requiring additional attention.
- Any emergency issues must be reported immediately to the security guard and Senior Manager.
- When necessary, acquires the facility and vehicle keys from the main guard booth when reporting to work and returns the keys to the main guard booth when exiting each terminal.
- Provides back up coverage in the absence of other Janitors.
- Performs other duties as assigned.

QUALIFICATIONS:

- No specific amount of formal education is required.
- One year of experience in the care and cleaning of buildings is preferred.
- Must possess a Federal Transportation Worker Identification Credential issued by the Transportation Security Administration.
- Must possess a valid, unrevoked, and unsuspended driver's license.

COMPETENCY:

To perform the job successfully, an individual should demonstrate the following competencies:

- Knowledge of standard methods, practices, tools and equipment of the janitorial service.
- Knowledge of occupational hazards and safety rules.
- Knowledge of the proper use of chemicals, fertilizers, and pesticides.
- Ability to follow instructions.
- Ability to operate and use janitorial tools, equipment, and supplies such as floor buffers, vacuum cleaners, and cleaning compounds and solutions.
- Problem Solving – Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Uses reason even when dealing with emotional topics.
- Interpersonal Skills – Focuses on solving conflict, not blaming. Maintains confidentiality. Remains open to others' ideas and tries new things.
- Ethics – Works with integrity and ethically. Upholds organizational values and is compliant with the New Jersey Uniform Code of Ethics.
- Organizational Support:
 - Follows policies and procedures.
 - Completes tasks correctly and on time.
 - Supports organization's goals and values.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is exposed to wet and/or humid conditions, outside weather conditions, extreme cold and extreme heat. The noise level in the work environment can be moderate to loud. The nature of the port can entail 24 hours, 7 days a week operation and is regulated by federal agencies. Employees may encounter U.S. Coast Guard, U.S. Custom and Border Protection or other federal representatives during the course of performing duties and must cooperate fully. The job duties require an employee to bend, reach, and stand for extended periods.

DISCLAIMER:

This job description indicates in general the nature and levels of work, knowledge, skills, abilities, and other essential functions as covered under the American with Disabilities Act expected of an employee. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an employee. An employee may be asked to perform other duties as required.

Employees with disabilities must meet qualification standards that are job-related and consistent with business necessity and must be able to perform the "essential functions" of the position, with or without reasonable accommodation.

PROCEDURE:

Applicants interested in the position of Full-Time Janitor should submit an application to careers@southjerseyport.com, Human Resources, prior to 5:00 p.m. on Friday, May 29, 2020.

Andrew Saporito,
Executive Director & CEO