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The Community Action Agency Senior Services Program is currently accepting applications for the following position:

Part-time (variable hours) **Janitor** in Daggett. This position will provide cleaning to the Mid-County Senior Center 2-3 times per week, and hours are flexible.

A high school diploma or equivalent is required.

We are looking for applicants who are self-motivated with the ability to work independently, and who have knowledge of cleaning methods and the ability to perform manual tasks such as vacuuming, mopping, operating lawn and snow removal equipment, changing light bulbs, etc.

Entry wage is \$10.50 – \$11.00 depending on experience.

Benefits include a 403(b) retirement plan and access to our Employee Assistance Program.

Please submit a completed application to the Mid County Senior Center, Attention: Becky Thoune, PO Box 102, Daggett, MI 49821 **OR** send an email to hr@mdscaa.org.

An online application can also be completed using the following link: <https://pdf.ac/OP1k2>

Menominee Delta Schoolcraft Community Action Agency is an affirmative-action, equal-opportunity employer. MDS Community Action Agency programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.



Job Title: Janitor
Revised: January 2021
Reports To: Center Administrator

Location: Senior Citizens Center
Program: Senior Services
Classification: Non-Exempt, Hourly, Part-time

POSITION OVERVIEW

Responsible for upkeep, cleanliness of senior center and snow clearance/salting sidewalks leading to center.

REQUIREMENTS

- High school diploma or equivalent.
- Self-motivated with the ability to work independently.
- Knowledge of cleaning methods and ability to perform manual tasks such as vacuuming, mopping, operating lawn equipment and snow removal equipment, changing light bulbs, etc.
- Submit to criminal background check.

JOB ESSENTIALS

- Clean and maintain common areas, restrooms and offices.
- Shovel and salt walkways and parking area.
- Maintain adequate cleaning supplies and equipment.
- Keep bathrooms stocked with paper toweling and toilet paper.
- Be aware of overall building conditions to identify immediate and long-term repairs and maintenance and report to supervisor.
- Do grounds keeping of front and back entryways to include sweeping and weed removal and weed removal of parking lot.
- Complete and submit activities checklist on a bi-weekly basis.

ADA physical requirements of this position

- Climbing: Ascending or descending ladders, stairs, ramps, and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Balancing: Maintaining body equilibrium to prevent falling.
- Stooping: Bending body downward and forward by bending spine at the waist.
- Kneeling: Bending legs at knee to come to a rest on knee or knees
- Crouching: Bending the body downward and forward by bending leg and spine.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.

- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking: Expressing or exchanging ideas by means of the spoken word.
- Hearing: Perceiving the nature of sounds with normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.

ADA Physical Activities Checklist

- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e. Custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

The worker will be subject to the following conditions

- Activities occur inside and outside. The worker is subject to both environmental conditions.

**THIS LIST IS NOT INTENDED TO BE ALL-INCLUSIVE AND
OTHER GENERAL DUTIES MUST BE PERFORMED AT DIRECTION OF
SENIOR SERVICES DIRECTOR OR SUPERVISOR**