



Janitorial Positions Available in Austin Texas

Title of Position: Janitorial Crew Member

Wage: Commensurate with experience

What it means to work at Fedcap

The Fedcap Group is a family of companies that provides programs and services that changes the lives of persons with barriers. We help individuals move toward independence as valued members of their communities and in the workplace. Fedcap was one of the first vocational rehabilitation programs for the physically disabled in the United States and has broadened its services to address many more people who are marginalized. An organization started in 1935 by three World War I veterans who came home from war and could not find work because of their injuries, has become a vibrant organization where the opportunities are endless. Fedcap employees take pride in their work and enrich the lives of others. We are each a part of a team that makes a difference every day and provides the "Power of Possible."

Position Summary

The Janitorial Crew Member will be responsible for cleaning interior and some exterior areas of various facilities during assigned hours. Employee must have good people skills and ability to work well with others. Must follow instructions from their supervisor. Responsible for keeping their own timesheet under the supervision of the onsite supervisor. Must have clear background. Janitors use many various industry tools and equipment to fulfill their job responsibilities. Simple cleaning tools may include mops, brooms, and various cleaning aids. Other tools may include floor buffers, vacuums and other cleaning equipment. Crew members keep office buildings, schools, and other facilities clean, sanitary, and in good condition.

Essential Functions

1. Gather and empty trash, ensure recyclables are separated and disposed of in a manner specified by our client.
2. Sweep, mop, or vacuum building floors.
3. Clean restrooms and stock them with supplies.
4. Lock doors to secure buildings.
5. Clean spills, remove stains and other hazards with appropriate equipment and chemicals.
6. Wash windows, walls, mirrors and glass.
7. Make minor building repairs.
8. Notify managers when a building needs major repairs.
9. Dust tops of cabinets, dividers, partitions and desks only dust around materials.
10. Participate in all training sessions and attend mandatory meetings.
11. Sometimes they must move or lift heavy supplies and equipment.
12. The Crew Member strives to improve the appearance of the facilities they clean.
13. Ensures all work is completed in adherence to safety policies and guidelines.



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14. Treat co-workers, suppliers and others with respect.
15. Must be at least 18 years of age.
16. Work cohesively as a team with co-workers and supervisor.
17. Perform other duties as assigned.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Knowledge, Skills and Abilities

1. Must arrive on time to facility site.
2. Ability to pay attention and be critical to the little details because first impression matters.
3. Ability to complete given tasks within set time frames.
4. Ability to communicate professionally, both written and orally.
5. Ability to lift up to 50 pounds or more on occasion.
6. Ability to operate equipment or use tools throughout the shift.
7. Knowledge and ability to read, comprehend and take direction.
8. Ability to work a flexible work schedule including weekends and work overtime when required.
9. Knowledge of Organization's mission, vision and goals and execution of policies and procedures.
10. Excellent interpersonal and effective communication skills.
11. Proven ability to develop strong business and employee relationships.

Safety requirements:

- Use safe lifting techniques designed to minimize strain and work-related injuries. Example: Bending down from the knees rather than from the waist, lifting close to the body with the arms doing the work (rather than the back).
- Wear nonslip shoes and latex gloves when cleaning.
- Be aware of hazardous material/chemicals, follow health and safety guidelines.
- Wash hands well with soap and water after handling debris and before eating.
- Use Wet Floor signs when appropriate to protect from slip and falls.
- Complete on-site OSHA safety training



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Work Environment

Position is mainly indoors however it may require working in poor weather conditions to fulfill position responsibilities.

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.

While performing the duties of this job, the employee is regularly required to communicate and express themselves effectively and be able to perform the essential functions of the position being mobile. Walks, stoops, stands, bends, lifts, and moves continually during working hours. Normally is subject to lifting up to 50 pounds or more on occasion.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Type/Expected Hours of Work

This is a full-time position, and hours of work and days are typically Monday through Friday. Hours of work will be based on the client's needs that may require working Saturday and Sunday. Allowable number of hours will be determined by the facility layout and level of detail.

Occasional weekend work may be required as job duties demand.

Travel

Travel is required to fulfill position requirements to worksites. Use of personal vehicle is required and mileage reimbursement paid for all facilities after first stop. You are required to take the shortest route available to the remaining assigned locations.

Required Education and Experience:

- High school diploma or equivalent.
- Must have and maintain driver's license and three (3) year clean motor vehicle record and must meet background check requirements.

Fedcap provide equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any



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other characteristic protected by federal, state or local laws. We are an EEO employer committed to diversity, M/F/D/V.

Send resume or apply in person to the location(s) below:

[Austin](#)

315 E St. Elmo

Austin, TX 78745

Office 512-440-7819

Fax 512-441-6632

Some benefit opportunities you may be eligible for while working with Easterseals;

Medical

Dental

Profit Sharing

Paid Time Off

Sick Leave

Overtime