



**JOB DESCRIPTION**

**POSITION TITLE:** Contract Floor Tech for Frost Industries (5 to 8 hours per day)

**GENERAL DUTIES:** To perform the responsibilities of maintaining the cleanliness and appearance of all floors within each area of responsibility, perform custodial tasks as needed and provide supervision for those with disabilities. You will operate floor sweepers, buffers, strippers, carpet cleaners, vacuum cleaners, and shop vacuums, while adhering to safety protocols and proper chemical handling procedures.

**PREREQUISITES FOR THE POSITION:**

1. Be physically able to perform the following:
  1. Dust (low and high dusting), dust furniture, mop floors, sweep, vacuum, clean windows, walls, doors, tables, blinds, vents, baseboards, and sills. Clean entrances, stairways, corridors, mats, light fixtures, drinking fountains and removing trash. Clean restroom fixtures, partitions, diaper pails, mirrors, sauna/steam rooms, showers, and playground equipment.
  2. Sweep, mop, wax, buff, strip, seal and restore floors. Remove stains and spots from carpet and upholstered chairs. Operating floor scrubbers, buffers, high-speed burnishers, carpet equipment & extractors
  3. Must be able to lift a minimum of 50lbs.
  4. Must be able to carry custodial equipment up and down stairs, move furniture before and after cleaning, as well as load and unload equipment required to fulfill contract requirements.
  5. You must have a valid driver’s license with a clear driving record and pass a background check.

**KEY FUNCTIONS OF THE POSITION:**

1. Perform assigned duties in a safe, efficient manner.
2. Follow the supervisor’s instructions regarding work methods, quality standards and production schedules.
3. Assign clients and oversee duties.
4. Treat co-workers and clients with respect, dignity and with a sense of fairness.
5. Perform any other work-related duties assigned by immediate supervisor.

**REPORT TO:** Assigned Supervisor

**SALARY RANGE:** Hourly rate within contract limitations, starting at \$15.00 - \$21.75.

**SUPERVISORY RESPONSIBILITY:** Directly responsible for supervision of assigned crew. Must inspect all completed work prior to departing building/ job site; provide training to all assigned crew members.

I acknowledge the above key functions and meet the prerequisites set forth in the above. Additionally, I understand and agree that I am not guaranteed a set number of work hours per week.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
Department Manager

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**