Job Summary

Company

[PORTCO, Inc](https://jobs.localjobnetwork.com/company/profile/PORTCO-Inc/034A62DACF614DED9842506AF81E8FBE)

Start Date

Immediately

Employment Term and Type

Regular, Part Time

Hours per Week

24-29

Work Hours (i.e. shift)

3pm - 10:30 pm Mon-Sat

Salary and Benefits

$17.40

Pay rate is $17.40 per hour with an additional Heath and Welfare Benefit of $3.22 per hour worked towards a 401(k) contribution.

Required Education

Some High School

Required Experience

1+ years

Required Security Clearance

Other Clearance

Security Clearance Note

Must be able to pass a background check

Floor Technician - NAMA - 00019

Arlington, VA  / Washington, DC

Job Description

**Summary/ General Description of Responsibilities:**

Under general direction, clean and maintain all carpeted and hard surfaces in the facility, performs preventative maintenance on special
floor equipment.

**Specific Responsibilities:**

* + Obtain necessary cleaning supplies
	+ Identify personal protective gear necessary for task assigned
	+ Strip, wax and buff floors according to contract schedule
	+ Perform carpet extraction and cleaning according to contract schedule
	+ Ensure floors maintain a clean appearance at all times
	+ Ensure spot cleaning is done on carpets within 24 hours of initial request
	+ Maintain minimum contract standards at all times
	+ Spot Clean upon request of building manager, inspector and/or PORTCO Supervisor.
	+ On occasion, assist with other janitorial duties.

**Accountable for:**

* Timely completion and accuracy of all work.
* Working closely and harmoniously with other employees.
* Adherence to contract requirements, company policies, and all safety and health regulations.
* Police public areas; dust mop, sweep, wet mop, spray-buff floors; requires use of power equipment; vacuum and spot clean rugs and carpets; strip and wax floors; shampoo/steam carpet.
* Punctual attendance.

**Work Conditions/ Environment :**

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl.  The employee must be able lift and/or move up to 50 lbs.  Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

* Work is performed mostly indoors.
* Subject to hazards associated with working in a health care environment that may cause personal bodily harm; diseases, cuts, bruises, burns, common colds, influenza, dust, odors, and elevated noise levels.
* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential and non-essential functions.

**Authorities and Limitations of Authority:**

* As assigned.

**Job Requirements, Mandatory:**

* Thorough knowledge of modern housekeeping practices, procedures, systems, and equipment.
* Thorough knowledge of safety practices as related to work.
* Thorough knowledge of health service techniques and practices.
* Thorough knowledge of contracts and compliance issues.
* Ability to establish and maintain effective working relationships with co-workers, hospital staff, and government officials.
* Ability to follow directions, understand work rules and procedures.  Ability to accept constructive criticism.
* Ability to work independently with minimal supervision.

**Job Requirements, Preferred:**

* High school diploma, GED, or suitable equivalent preferred.
* Prior cleaning or janitorial experience
* Completion of Background check
* Completion of on-the-job training.
* Resilient to noise.
* Physically agile.
* Excellent communication skills.

PORTCO is an Equal Opportunity Employer. Minorities, Women, Veterans and Individuals with disabilities are encouraged to apply.