



Position Title: Part-Time Floor Technician

Job Code: 8307-00E

Reports To: Supervisor

Grade: CH

FLSA: Non-Exempt

Job Description:

The Part-Time Floor Technician is responsible for the overall floor maintenance of hard surface and carpet (stripping, waxing, buffing, shampooing, extraction, & bonneting) areas that include offices, classrooms, lobbies, entrances, stairwells, and other public areas.

Duties & Responsibilities:

- Obey all safety requirements and procedures at all times
- Perform preventative maintenance check on all equipment prior to use at beginning and end of the shift
- Floor care, including routine mopping (dry and damp), buffing and burnishing on hard surface
- Vacuuming, shampooing, bonneting and extracting carpets, stairwells, and upholstery
- Dusting
- Routine restroom, office and classroom cleaning
- Perform other duties as assigned

Essential Personnel:

This function/position has been designated as “essential”. This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

Minimum Requirements:

- Less than high school education and minimum of 2 years of experience in floor care; or equivalent combination of education and experience.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name