



Position Description

Department	Facilities
Position Title	Attendant I
Grade	1
Reports To	Supervisor - Facilities
FLSA	Non-Exempt
Approved Date	September 1, 2003
Revised Date	October 7, 2009
Purpose	Maintain clean environment in and around the Airport facility terminal.
Duties & Activities	Clean, sanitize and deodorize restrooms and replenish supplies.
	Sweep, mop, scrub, wax, buff and vacuum hallways, stairs, restrooms, and office space. Clean snow and debris from sidewalk as needed.
	Maintain clean appearance of all windows, glass doors and elevators.
	Empty and clean waste containers and ash receptacles.
	Check all glass doors and windows for cracks, chips, etc., and report as required.
	Post signs to alert patrons and employees of hazards and notify management concerning needs for repairs of Airport facility.
	Cleaning kitchen area and appliances, operate dishwasher and store dishes.
	Maintains regular and punctual attendance. Works extended hours, outside of regular shift schedule, as required by operational needs.
	Respond to and assist with Airport emergencies. Perform other duties as assigned.
Role Definition	Individual Contributor
# of Direct Reports	None
# of Indirect Reports	None
Budget Responsibilities	None
Education & Experience	Six months to one year related experience and/or training.
Language Skills	Ability to read a limited number of two and three syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.
Math Skills	Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of

	American money and distance.
<i>Reasoning Ability</i>	Ability to apply common sense understanding to carry out simple one or two step instructions. Ability to deal with standardized situations with only occasional or no variables.
<i>Computer Skills</i>	None
<i>Technical/Trade Skills</i>	Some knowledge of the methods, materials and equipment used in window maintenance. Ability to follow oral instructions and perform repetitive tasks.
<i>Interpersonal Skills</i>	Typically has frequent contacts outside the workgroup.
<i>Licenses/Certifications</i>	None
<i>Physical Effort</i>	Must continuously stand or walk or there is a regular requirement of lifting/handling/carrying material or equipment of moderate weight (8 - 20 pounds).
<i>Job Environment</i>	Typically located in a comfortable indoor area. There may be regular exposure to mild physical discomfort from factors such as dust, fumes or odors, temperature extremes, loud noise, strong drafts, or bright lights.
<i>Job Hazards</i>	There is regular exposure to conditions which are unpredictable or uncertain and which result in risk of personal injury.
<i>Job Pressures</i>	There are some deadlines or productivity standards or the work is somewhat varied.