

POWDER RIVER ENERGY CORPORATION

PERSONNEL – JOB DESCRIPTION

Position Title: **Janitor**

I. JOB SUMMARY

To keep the Cooperative's office spaces clean and orderly. Performs routine and repetitive custodial maintenance work, generally consisting of a few operations for which job knowledge is limited to performance of repetitive tasks on a scheduled basis. Also performs any combination of duties involving the care and cleaning of the premises, office furniture, and auxiliary equipment required to keeping them neat, clean, and in an orderly condition.

II. REPORTING RELATIONSHIPS

- A. Reports to: Facility Manager
- B. Supervises: None

III. PRINCIPAL DUTIES AND RESPONSIBILITIES

- A. The Janitor shall complete the following daily:
 - 1. All assignments according to the Daily Cleaning Tasks schedule.
 - 2. Periodic cleaning duties as directed by the Facility Manager.
- B. Confidentiality
 - 1. Maintain the highest level of discretion and confidentiality concerning PRECorp employees and any and all PRECorp business.
 - 2. Any documents or personal effects found in wastebaskets or other refuse containers, any phone calls or conversations, anything seen on desks or computers must be considered absolutely confidential.
- C. Administrative and Other Duties
 - 1. Give prompt attention to all paperwork necessary to keep others well informed and expedite the accurate completion of all regular activities and special assignments.
 - 2. Prepare time sheets and work reports daily.
 - 3. Participate in educational activities, workshops and other programs to improve technical skills and abilities as directed by management.
 - 4. Keep the Facility Manager well informed and seek advice and counsel on special problems with which assistance is needed or that may require attention.
 - 5. Perform minor maintenance tasks such as lamp replacement and changing air handler filters.
 - 6. Perform any other duties or activities that may be assigned or directed by management.

IV. KNOWLEDGE, ABILITIES AND SKILLS

- A. Strong ability to work with co-workers and maintain good working relations between departments is required.
- B. Proven ability to organize work and meet deadlines and schedules.
- C. Skill in representing to the public a positive image of PRECorp is required.

V. EXPERIENCE AND EDUCATION

- A. Equivalent of a High School education or equivalent experience.

VI. WORKING CONDITIONS

- A. Usual office and warehouse conditions with ability to lift and carry up to twenty five (25) pounds on a regular basis, as well as performing such activities as fingering, grasping, lifting, reaching, crouching, and repetitive tasks.
- B. Work is generally indoors. Standing, walking, and sitting are normal motions required to carry out these duties as well as the operation of a PC, calculator, and other normal office machines.

VII. REQUIRED SIGNATURES

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of the job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duty as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Approved by: _____ Date: _____
Chief Financial and Administration Officer

Reviewed by: _____ Date: _____
Chief Executive Officer

Reviewed by: _____ Date: _____
Janitor