



CORRECTIONS JANITORIAL SPECIALIST

DEFINITION:

A **Corrections Janitorial Specialist (CJS)** is a professional responsible for maintaining cleanliness and sanitation at the Stephenson County Jail, ensuring a safe and hygienic environment for inmates, staff, and visitors.

DISTINGUISHING FEATURES:

Under the supervision of the Jail Director, the Corrections Janitorial Specialist performs manual work of responsible nature in the care, cleaning and maintenance of the Stephenson County Jail and its facilities adhering to established cleaning schedules and security protocols.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- **Cleaning and Sanitation:**
 - Perform general cleaning and sanitization duties across the facility, including sweeping, mopping, scrubbing, vacuuming, and polishing various surfaces.
 - Clean and sanitize restrooms and shower areas, restocking supplies as needed.
 - Empty and clean trash receptacles and properly dispose of waste, including hazardous materials.
 - Clean windows, walls, and other fixtures as scheduled or needed.
 - Disinfect frequently touched surfaces to minimize the spread of germs.
 - Operating and maintaining various cleaning equipment, such as vacuum cleaners, floor scrubbers, and other relevant machinery.
- **Maintenance and Safety:**
 - Monitor and inspect assigned areas for cleanliness and safety hazards.
 - Report any major maintenance issues, health, or safety concerns to the appropriate supervisor.
 - Perform basic or minor repairs to fixtures and equipment as needed.
 - Maintain and organize cleaning equipment and supplies, ensuring proper handling of chemicals/hazardous materials according to safety regulations (e.g., OSHA).
 - Participate in safety awareness training and adhere to all facility safety protocols

- Security and Compliance:
 - Follow and enforce all facility security procedures and protocols when performing duties, especially when working in secure or restricted areas.
 - Maintain order and supervise the conduct of individuals in custody, if involved in inmate work crews, ensuring safety and accountability.
 - Comply with Illinois Department of Corrections regulations and procedures.
 - May be responsible for securing buildings after cleaning hours as necessary.

SUPERVISION RECEIVED:

Work is performed within established policies and procedures under the supervision of the Jail Director, who reviews work for the effectiveness of services provided, user satisfaction and results achieved.

SUPERVISION EXERCISED:

The Corrections Janitorial Specialist does not provide supervision to sworn or non-sworn members; however, will provide occasional supervision of small inmate work crews.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Inventory practices and procedures.
- Proper cleaning and disinfecting techniques.
- Familiarity with handling and disposing of biohazardous materials safely.
- Requirements of maintaining buildings in a safe condition.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Understanding of jail security procedures, including tool control and inmate interaction guidelines.
- Awareness of emergency protocols and how to respond to incidents.
- Understanding of the safe use and storage of cleaning chemicals.
- Knowledge of Material Safety Data Sheets (MSDS) for cleaning products.
- Familiarity with the layout of the jail including restricted areas and emergency exits.

Ability to:

- Organize, schedule and oversee operations and activities involved in the general janitorial services of designated facilities and equipment.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Determine appropriate action within clearly defined guidelines.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.

- Prepare records and reports related to assigned activities.
- Ability to thoroughly clean and sanitize all areas, ensuring no spots are missed.
- Keen eye for identifying maintenance issues or potential hazards.
- Ability to address unexpected cleaning challenges or emergencies.

TRAINING AND EXPERIENCE:

- Graduation from high school or the equivalent.
- Five (5) years' experience in janitorial service.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is normally performed in the jail with inmates present. Must possess mobility to work in a jail setting and stamina to maintain attention to detail and stand for extended periods of time; vision to read printed materials; and hearing and speech to communicate in person. Requires the ability to exert heavy physical effort, including but not limited to, lifting, carrying, climbing a ladder, pushing and/or pulling, etc. of objects and materials of up to 75 pounds.

NECESSARY SPECIAL REQUIREMENTS:

- Ability to maintain reasonable and customary attendance.
- Minimum of 21 years of age.
- No felony convictions within the last 15 years or disqualifying criminal history; must pass background investigation.
- U.S. Citizen.
- Valid Driver's License