



BILL AND HILLARY
CLINTON NATIONAL AIRPORT
 LITTLE ROCK

Position Description

<i>Department</i>	Facilities
<i>Position Title</i>	Attendant II
<i>Grade</i>	2
<i>Reports To</i>	Supervisor – Custodial Services
<i>FLSA</i>	Non-Exempt
<i>Approved Date</i>	September 1, 2003
<i>Revised Date</i>	December 4, 2013
<i>Purpose</i>	Maintain clean environment in and around the Airport facility terminal.
<i>Duties & Activities</i>	Ensures that all public and controlled areas of the airport are swept, mopped, scrubbed, waxed, buffed, and vacuumed. This includes hallways, stairs, restrooms, public seating areas, lobbies, and office spaces. Clean snow and debris from sidewalk as needed.
	Maintain clean appearance of all interior and exterior glass surfaces including windows, doors and elevators. Check all glass doors and windows for cracks, chips, etc., and report as required.
	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.
	Clean and maintain all interior and exterior wall surfaces. Empty and clean waste containers and ash receptacles.
	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, including inclement weather events. Perform other duties as assigned.
<i>Role Definition</i>	Individual Contributor/Team Member
<i># of Direct Reports</i>	None
<i># of Indirect Reports</i>	None

<i>Budget Responsibilities</i>	None
<i>Education & Experience</i>	One to two years related custodial experience and/or training.
<i>Language Skills</i>	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.
<i>Math Skills</i>	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, and 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.