

JANITOR FOREMAN - JOB ORDER #3-F

The appointee for this job, under the immediate supervision of the Head Janitor Foreman, shall direct the work of janitors and janitresses in keeping clean and in orderly condition all assigned Public Service Buildings in Block 20, 21, 27, 28, and as described hereinafter.

BUILDINGS - Four Lavatory Buildings #28 and four Lavatory Buildings #29.

JANITORS - 8 Day Janitors, Job #3
4 Night Janitors, Job #23
8 Janitresses, Job #17
See schedule for Janitorial Service and orders for specified Job Numbers.

DUTIES - Assign and post each member of crew at designated post and furnish with Job Order and plumbing instructions for Heater Room. See that these are followed.

See that floor drains are cleaned at least once a week and that intervals between firing of stoves and heaters do not exceed 5 hours.

Rotate the shifts where possible to obtain undisputable function. Obtain from Head Foreman all available information concerning operation.

Report to Head Foreman all needed repairs, supplies, etc.

Keep track of all workers and post Head Foreman accordingly.

Clean windows, weather permitting, once a month. This work can be done by piecemeal.

Aid Janitors and Janitresses when aid is requested or needed.

HOURS OF WORK - 8:00 a.m. to 4:45 p.m. with preference for 8:00 a.m. to 11:30 a.m., 1:00 p.m. to 4:45 p.m., totaling 7.3 hours a day, 6 days a week totaling 44 hours and no Sunday. When called to aid at night shift or Sunday, time off shall be taken on the following week upon notification and approval of Head Foreman.

8:00-11:30 1:00-4:45
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3:30 3:45 = 7:15 = B 44 44

Mr. Nagumo
12-24-73