

JANITRESS - JOB ORDER #17

The appointee for this job shall be under the immediate supervision of the Janitor Foreman #3-F and shall keep the designated rooms in assigned buildings in clean and orderly condition with efficient performance of the task in the manner described hereinafter.

BUILDING - One Latrine Building in the Block.

ROOMS - Women's Toilet Room and Laundry.

SCOPE OF WORK: -

- a. Women's Toilet Room - Maintain fires in all stoves; clean all plumbing fixtures, such as bath tubs, water closets, lavatories, drinking fountain, slop sinks, swab duck walks and floor. Flush floor drain.
- b. Laundry - Swab floor. Flush floor drain. Remove waste. Evacuees shall be kept responsible for cleanliness of laundry tubs and other articles provided for their use in this room.
- c. General - Sweep floor when needed in Women's toilet room and Laundry; clean windows once a month; report to Foreman, need of supplies, repair, etc. Women's aid from adjacent latrine building to handle duck walks can be obtained if needed and reciprocated accordingly. Man's aid from adjacent toilet can be obtained to handle heavy articles.

HOURS OF WORK - Use split hours from 8:00 a.m. to 7:45 p.m. with preference for 8:00 a.m. to 11:30 a.m., 1:00 p.m. to 4:00 p.m. and 7:00 p.m. to 7:45 to fix fire, totaling 7.3 hours a day, 6 consecutive days in the week, totaling 44 hours and no Sunday.

NOTE: Unexcused absence from work, tardiness, leaving job before quitting time, inefficiency and misuse of equipment are grounds for discharge.

8-7:45 — 11¹⁵ 93