

NIGHT JANITOR - JOB ORDER #23

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

BUILDINGS - 2 Latrine Buildings in the Block, listed as Buildings #28 and #29.

ROOMS - All rooms in each building.

SCOPE OF WORK - Bring Coal and kindling.

- b. Maintain fire in all heaters and fire at least in one stove, to prevent freezing of water lines, in each women's toilet, men's toilet and laundry.
- c. Maintain all fires on severe cold nights.
- d. Remove ashes.
- e. Follow Plumbing instructions for care of Heater Room equipment.
- f. Sweep and keep floor clean after taking care of stoves and heaters.
- f. Report to Day Janitor or Foreman in charge need of supplies, repair, etc. Rebuild fires on Sunday.

NIGHT HOURS OF WORK - Use split hours from 7:00 p.m. to 2:00 a.m. with preference for 7:00 p.m. to 9:00 p.m., 12 midnight to 2:00 a.m., totaling 4 hours a night, 7 nights a week, totaling 28 hours. Use midnight shift for maintenance of fires in Women's Toilet Room.

DAY HOURS OF WORK - Use split hours on Sunday 5:00 a.m. to 4:00 p.m. with preference for 5:00 a.m. to 7:00 a.m., 8:00 a.m. to 11:00 a.m., 2:00 p.m. to 4:00 p.m., totaling 7 hours. The total number for 7 consecutive nights and successive day (Sunday) will amount to 35 hours a week.

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

5:00 - 4:00