



6620 Highland Rd., Suite 240
Waterford Township, MI 48327
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Title: Janitor
Reports To: Senior Lab Technologist/Mgr
Effective Date: February 1, 2022

Position Summary: This role maintains cleanliness, disinfecting our offices, common areas, lunchroom/break rooms to ensure a safe, healthy working environment for our team.

Job Specific Duties and Responsibilities:

- Provide daily, thorough cleaning of offices, break rooms, common areas, laboratory areas and bathrooms, including: mopping, dusting, wet wiping and trash removal
- Clean service areas according to Helix Diagnostics specifications (reviewed during training)
- Maintain housekeeping supplies throughout the facility, such as: stock daily supplies in restrooms and break rooms, ensure inventory of cleaning products is sufficient
- Notify supervisor on low stocked inventory or maintenance related issues
- Other duties as assigned

Requirements:

- Experienced using cleaning equipment (i.e. canister or backpack vacuum, walk behind floor scrubber, and mopping systems)
- Safely use various cleaning chemicals
- Knowledge of laboratory cleaning safety precautions preferred, but not required (will train if needed)
- Ability to bend, stand, lift up to 25 lbs.
- Able to work with minimal supervision
- Show up to location on time, every time, as scheduled
- Able to use cellphone application to clock in and clock out for scheduled work hours – training will be provided
- Protect yourself and others by wearing your mask at all times during all work hours

Basic Qualifications:

- High School and/or GED is encouraged
- Previous commercial cleaning preferred; i.e., Office, Medical, Retail
- Must have reliable transportation to the job site

Job Type:

Part-time, non-exempt
Number of openings: 2

This position requires weekly COVID testing, is not remote-eligible and is based out of our Waterford, Michigan offices.

Schedule:

- 20 hours/week part-time
- 1 position day shift, 1 position afternoon shift
- Coverage required Monday through Saturday, split of days to be determined
- Pay: \$18.00 to 20.00 per hour

What we offer:

- Competitive compensation commensurate with experience
- Helix Diagnostics offers an exciting opportunity for professional growth
- Benefits available on the first of the month following 30 days of employment for full time:
 - Medical, dental, vision, life, LTD
 - Voluntary STD, HSA
- 401(k)
- PTO
- Holiday

Who We Are:

Helix is a value-based, state-of-the-art clinical laboratory on a mission to elevate the lab space through compliance, high ethics, innovation and a best in class client experience. Helix incorporates the latest technology and methods to provide comprehensive diagnostics including toxicology testing, pathogen detection, blood testing and Pharmacogenomics (PGx) testing.

Expected Use and Disclosure of Protected Health Information:

Employees in this position are expected to have access to protected health information and other confidential business information from throughout the organization as is needed to fulfill their responsibilities in evaluating and reducing risk to the organization. No protected health information will be disclosed outside the organization unless specifically required by state or federal law.

*This document is intended to describe the general nature and level of work performed and the requirements of the position. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities of personnel so classified; nor is it intended to limit the right of any leader to assign or direct employees under his/her direction.