

Job analysis job description

[Business](#), [Human Resources](#)



Job Analysis / Job Description

JOB ANALYSIS/JOB Job analysis As a cleaner in a store of Family Dollar, I have to take care of cleanliness of store and keep it tidy all the time. The job of cleaner is aimed to keep the store clean and make it free of smell and litter. A cleaner has to be experienced for cleaning techniques. He needs to be reasonably qualified for communication with other employees and sometimes customers. A cleaner's job is to do mopping of store after every couple of hours, empty the garbage bins and keep the store in a tidy position. (Franklin, 2005)

As a store keeper of Family Dollar, the main job is to take care of activities going on in the store. A store manager job aims to ensure absence of loopholes in management of store. He should be having experience of working in any other store. He should be qualified in the field of management. The job of store manager would be at the store. He would be there to keep an eye on activities of store. The key job tasks of a store keeper at family dollar is to maintain management of store, solve employee's routine issues and ensure proper working of each one involved in store performance outcome.

Method of collection of information

Method of collection of information in job analyses was interview. Interview method is chosen because it gives a chance of interaction with interviewee face to face. Interviewer can read facial expressions and bodily gestures to assess the truthfulness of interviewee's response and his attitude towards the query concept. Interview is chosen because it could help in obtaining detailed response from interviewee. (Carolyn Boyce, 2006)It also helps in

recording interviewee's own words, opinion and views about the question asked.

JOB DESCRIPTION FROM THE JOB ANALYSIS

JOB DESCRIPTION

Title: cleaner at Family Dollar shopping store

Reports to: store manager

Summary of position

To keep the store in a clean and tidy position for enhancement of delightful customer experience and satisfaction in the perspective of hygiene and tidiness of store

Duties and responsibilities

1. To empty garbage bin and keep it available for customer/store use
2. To clean out store floor thoroughly every morning before opening time
3. To vacuum carpeted areas of store and ensure absence of stains
4. To dust off machines and furniture at store before staff arrives
5. To ensure there is no smell or litter in the store by cleaning time to time
6. To wash away foot mats placed in front of doors of store and wash rooms
7. To dust and polish racks when instructed by store manager
8. Maintain store cleanliness by coordination with other cleaners at store

Note: please be informed that selected employees will be given protection under occupational safety and health act of 1970, United States of America.

Justification: Job description and job analysis both are in compliance with state and federal regulations. Job analysis is performed by collection of information through interviews. Job description is written as per worker's occupational health and safety act of 1970, USA. (OCCUPATIONAL SAFETY

AND HEALTH ACT OF 1970 , 2010)

References

Under cover boss: Episode 5 season 7

Link: <http://www.youtube.com/watch?v=v2g8c42L6-U>

OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 . (2010, July 1). Retrieved may 1, 2014, from house. gov: <http://www.house.gov/legcoun/Comps/OSHA70.PDF>

Carolyn Boyce, P. N. (2006, May). conducting in depth interviews. Retrieved may 1, 2014, from cpc. unc: http://www.cpc.unc.edu/measure/training/materials/data-quality-portuguese/m_e_tool_series_indepth_interviews.pdf

Franklin, M. (2005). A Guide to Job Analysis. American Society for Training and Development.