

JOB DESCRIPTION

Title: Janitor

Summary of Functions:

Keeps office buildings and campus in a clean and orderly condition performing any combination of following duties: Sweeps, mops, scrubs, and vacuums hallways, stairs and office space. Empties trash and garbage containers. Maintains building, performing minor repairs and other related maintenance activities, using hand tools. Notifies management concerning need for major repairs or additions to lighting, heating, and ventilating equipment. Cleans snow and debris from sidewalk. Mows lawn, trims shrubbery, and cultivates flowers, using hand tools and power tools.

Reports to: Executive Director

Essential Job Duties:

- Keeps office buildings and campus in a clean and orderly condition
- Notifies management concerning need for repairs
- Cleans snow and debris from sidewalk. Mows lawn, trims shrubbery, and cultivates flowers
- Dusts furniture, walls, machines, and equipment
- Requisitions supplies and equipment used in cleaning and maintenance duties
- Sets up, arranges, and removes decorations, tables, chairs for events and social functions

Knowledge, Skills and Abilities:

- Knowledge of machines and tools, including their uses, benefits, repair, and maintenance
- Performing routine maintenance and determining when and what kind of maintenance is needed
- Communicating effectively with others in writing as indicated by the needs of the audience
- The ability to exert maximum muscle force to lift, push, pull, or carry objects
- The ability to quickly make coordinated movements of one hand, a hand together with its arm, or two hands to grasp, manipulate, or assemble objects
- Performing physical activities that require moving one's whole body, such as in climbing, lifting, balancing, walking, stooping, where the activities often also require considerable use of the arms and legs, such as in the physical handling of materials

Qualifications:

- Minimum 5 years' experience as a janitor, housekeeper or in building maintenance
- A current, valid driver's license and valid automobile insurance required.
- Pass background check and pre-employment drug test

FLSA Status:

Part-Time

Non-Exempt