# POSITION DESCRIPTION

# Janitor

## Position Purpose

Performs janitorial maintenance duties, including but not limited to cleaning restrooms, vacuuming, mopping, dusting, and other duties as assigned.

**Relationships**

Works under the supervision of the Director. Additional duties may be assigned.

## Primary Duties and Responsibilities

Every Shift:

* Clean restrooms, spot mop as needed
* Take out all trash
* Vacuum lobby and front desk areas
* Spot mop lobby as needed
* Inform Director of needed supplies, such as trash bags and toilet paper, with adequate time to order more

Additional Duties:

* Mop lobby and restrooms as schedule allows
* Vacuum library
* Vacuum community room
* Dust all book shelves
* Dust all fans with extendable duster
* Clean community room kitchen
* Other duties as assigned

**Hours:** Two 1-hour shifts from 9am to 10am Friday and Saturday

**Salary:** $15/hour

**Education, Experience, Skills and Abilities Needed**

Education: Required: High school diploma or equivalent.

Experience: Required: Ability to pass a background check. Preferred: Any cleaning experience

Knowledge, Skills and Abilities Required:

* Ability to understand verbal instructions.
* Ability to understand and follow safety procedures.
* Ability to operate vacuums and other related equipment.
* Ability to safely use cleaning equipment and supplies.
* Ability to use hand and power tools applicable to trade.
* Ability to lift and manipulate heavy objects.
* Ability to read, understand, follow, and enforce safety procedures.
* Ability to understand written and verbal communications.

September 2021