



JOB DESCRIPTION

Job Title: Janitor		ADP Dept. Code: 103301	
Department Janitorial		Position Reports to: Service Manager	
FLSA Status: Non-Exempt	Salary Grade:		Date Revised: 04/25/2024

STATEMENT OF PURPOSE: (Job Summary)

Responsible for keeping buildings clean, orderly, and in good condition.

SKILLS/QUALIFICATIONS:

- HS Diploma or equivalent
- At least one year commercial cleaning experience
- Must possess good interpersonal skills
- Effective time-management, problem-solving, and goal-setting skills
- Basic computer proficiency, including email (Outlook)
- Possession of a valid driver's license
- Have good understanding of general building operations and ability to perform routine repairs
- Willingness to occasionally work weekends

JOB DUTIES:

- Gather and empty trash
- Sweep, mop, and vacuum building floors and sweep/clean exterior walkways
- Pick up litter/debris from grounds, parking lots, yard work
- Clean carpets as needed, utilizing various types of equipment
- Clean restrooms and keep supplies replenished
- Clean spills and other hazards with appropriate equipment
- Wash windows, walls, and glass
- Submit supply orders to Purchasing, and maintain secured, orderly supply storage area
- Operate and perform routine maintenance of cleaning equipment and tools including floor buffers, carpet cleaning machines, pressure washers
- Notify manager of needed building repairs, and make minor repairs in conjunction with maintenance department
- Build pallets if needed and crush boxes in the warehouse
- Perform other duties as assigned by management team

WORK ENVIRONMENT:

This is principally an inside position; however, outdoor work will include sweeping walkways, removing snow, using pressure washers, and picking up litter/debris and performing yard work to maintain overall cleanliness of grounds.

PHYSICAL DEMANDS:

Visual acuity, speech, hearing, and hand and eye coordination required. Will work in varying climates/temperatures. Must be able to lift and carry up to 70 lbs.; push/pull up to 100 lbs.; bend, stoop, kneel, crawl, twist, reach and climb.

By my signature below I indicate that I have received a copy of my job description and reviewed these job requirements and functions. I verify that I understand and can perform the duties described or have given notice of accommodations. I understand that this job description may change from time to time based on needs and requirements of job, department and/or facility. It is also understood that this is not a contract of employment and the job description is not all-inclusive and you may be required to perform other related duties as may be assigned.

Employee Signature: _____

Effective Date of Current Position: _____