

## **JOB DESCRIPTION**

POSITION/TITLE  
REPORTS TO  
BASIC FUNCTIONS

JANITOR  
SUPERVISOR/MANAGER  
PERFORM JANITORIAL DUTIES

**JOB DESCRIPTION:** Employees in this job perform and oversee a variety of janitorial, custodial, and/or security tasks to maintain clean and safe buildings and grounds.

**JOB DUTIES:** The job duties listed are typical examples of the work performed by employees in this job classification. The job duties require an employee to bend, reach, and stand for extended periods. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

- Must act in a professional and courteous manner while working in or on the assigned premise.
- Must wear appropriate apparel or company issued work wear.
- Must keep cleaning carts and janitor closets neat and organized at all times.
- Must refill all spray bottles at end of every shift.
- Must supply a cell phone number to supervisor/manager for contact purposes.
- Must be able to clean and service restrooms.
- Must be able to gather and dispose of rubbish and waste materials and deposit into collection points.
- Lock and unlock buildings.
- Observes appearances and conditions of premises and equipment; reports needed repairs, safety hazards, or conditions requiring additional services.
- Dust such items as blinds, furniture, file cabinets, windowsills, etc. using treated dust mittens, cloths, or hand-cleaning items.
- Polish furniture, metal work and chrome using appropriate cleaning and polishing tools and compounds.
- Maintains an inventory of cleaning and toiletry supplies and requisitions additional stock as needed.
- Washes walls, woodwork, windows, mirrors and fixtures using both step and extension ladders.
- Sweeps, vacuums, dry mops, and mops floors and stairways.
- May perform ground maintenance such as cleaning grounds and parking lots of litter, glass or other debris.
- May train new employees.
- Knowledge of the standard methods, practices, tools, and equipment used to clean.

- Knowledge of building and property security procedures.
- Knowledge of occupational hazards and safety rules and regulations.
- Must use chemicals and supplies ***precisely*** as trained, using appropriate measures to not cause waste, injury, and damage.
- Must report any problems that occur to supervisor.
- Must perform any other reasonable duties as requested by Supervisor within the designated time frame.