



Job Description

Job Title: Janitor – Part time
Department: Maintenance
Reports To: Housekeeping Supervisor
FLSA: Non-Exempt

Summary: Hours to perform the following tasks will be 5:30pm to 9:30pm. Ensures office and shop area are clean, mopped, dusted, sanitized and clear of trash. Empties all trash and recycling receptacles in office, labs, and shop areas. Maintains clean working environment for employees by performing the following duties.

Essential Duties and Responsibilities include the following:

- Sweeps, mops, scrubs, dusts and vacuums hallways, labs, and office spaces.
- Maintains a clean and sanitary environment through-out the facility.
- Cleans restrooms in shop and front office areas.
- Sanitize restroom fixtures, handles, basins, toilets, and urinals.
- Sanitize all phones, doorknobs/handles, community desks, tables, and furnishings.
- Polishes bright work in restrooms, lunchroom, and cafeteria with appropriate chrome/metal polish.
- Keeps trash and recycling emptied in shop and front office areas.
- Cares for all equipment used for cleaning and stores equipment properly.
- Helps with setting up for company related activities such as setting up tables, chairs, food and helps with clean up as needed.
- Works with manual and powered cleaning equipment such as mop buckets, vacuums, buffers, etc. and reports to maintenance any repairs needed.
- Strip and wax VCT flooring as scheduled
- Notifies maintenance concerning needs for facility repairs or lighting issues such as burned out or flickering lights, cracked lens, light switches not functioning properly.
- Clean microwaves, refrigerators, and coffee stations. Re-stock consumable supplies of coffee, creamer, sugar, spoons, napkins, etc.
- Cleans windows internal/external and partition glass
- Other duties as assigned. Such as but not limited to;
 - Cleaning outside around office/employee entrance areas
 - Pulling weeds from beds
 - Shoveling snow from entrance areas

Education and/or Experience:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must attend annual training in bloodborne pathogens (BBP). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires a good general knowledge in cleaning/housekeeping, the ability to lead and follow instruction both written and verbal. To perform this job successfully, a candidate must have good attendance; missing time, late arrivals, and early departures will prevent all cleaning tasks from being accomplished. A willingness to accept training and follow policies and standards as they pertain to identified job tasks.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and/or hear, taste and/or smell, and stand and walk. The employee is rarely required to sit, frequently use hands to finger, handle, or feel. The employee is also required to frequently stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles and vibration. The noise level in the work environment is usually moderate.