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**Job Description**  
**revised 03/09/12**

**Job title: Janitor; non supervisor**

**Job Duties:**

- Lock doors upon entry and disarm security system
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dust furniture, walls, machines, and equipment. .
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Requisition supplies and equipment needed for cleaning and maintenance duties.

**Working Conditions:**

- Evening and Night shifts
- Indoors; facilities should be secured with locks on doors and/or security alarm systems
- Climate controlled (unless otherwise noted)
- Exposure to unpleasant odors
- Exposure to cleaning chemicals including but not limited to; bleach based solutions, pine cleaner, ammonia based solutions, and citrus scents.

**Physical requirements:**

- Ability to lift, push, and/or pull objects weighing up to 50 pounds
- Ability to stand for extended periods of time
- Ability to walk, bend, stoop and stretch for extended periods
- Ability to walk up and down stairs, walk down slopes, and walk up inclines

**Education and required skills:**

No formal education is required for entry level janitor position however, you must be able to

- Follow written and verbal instructions
- Use basic verbal skills when communicating with supervisors, co-workers, and customers
- Work well under own initiative
- Work well with others as part of a team

**Uniforms and safety equipment:**

- Latex or vinyl gloves will be supplied to all employees for use when handling chemicals, trash, and when there is a potential for contact with bodily waste and/or fluids.
- Athletic shoes or work boots are required at all times. No sandals.
- Employees should wear clothing that is comfortable and not restrictive. Clothing should not be torn or have holes. Long pants are recommended.
- Some locations will require Janitors to be in uniform. If you are assigned to such a location, a uniform shirt will be supplied and must be worn while on duty.

**Emergency situations:**

Call 911 if you encounter a situation that poses a threat to the life and safety of you or others around you and follow the directions of the emergency response professionals. Contact your supervisor as soon as you are able.

For minor, non threatening situations, contact your supervisor.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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