

Janitor

Employees in this job perform and oversee a variety of janitorial, custodial and/or security tasks to maintain a clean and safe facility.

Education and Experience Required: High school diploma or GED. Basic knowledge of cleaning methods and products. Two years of prior experience in building maintenance is preferred.

Job Qualifications (Knowledge, Skills and Abilities): Must have understanding of the following machines, tools, and other special equipment used to perform job duties: Hand and small power tools, ladder, vacuum, floor buffer, cleaning, and polishing chemicals. Knowledge of HAZMAT regulations required. Must be comfortable working around chemicals and other cleaning products, possessing no allergic reactions. Must also be self-motivated, Must be able to work independently and to complete tasks successfully with little or no supervision. Should be able to bend, reach and/or stand for extended periods.

Required Tasks:

- Clean 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.
- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Steam-clean or shampoo carpets.
- Strip, seal, finish, and polish floors.
- Clean facility equipment, such as glassware and metal instruments, using solvents, brushes, rags, and power cleaning equipment if necessary.
- Operate equipment required to perform cleaning work, including industrial vacuum cleaners and floor polishers.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Monitor facility security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Notify managers concerning the need for major repairs or additions to facility operating systems.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Set up, arrange, and remove decorations, tables, chairs, ladders, and other equipment to prepare facilities for meetings and other events
- Spray insecticides and fumigants to prevent insect and rodent infestation.