



# JOB DESCRIPTION

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## **Evening Janitor/ Maintenance Worker**

Reports to Facilities Manager

FLSA: Nonexempt

Role: Aide

### **Descriptive Summary**

The janitor/maintenance position performs custodial work in the building and on building grounds while maintaining professional facility standards at all times. Provides customer service and room set-up for evening activities.

### **Core Functions**

- Sweeps, vacuums, mops, scrubs, waxes, and polishes floors.
- Cleans and sanitizes bathrooms.
- Empties trash and recycle.
- Replenishes all supplies in building areas.
- Sometimes using ladders, dusts and washes walls, cleans ceilings and dusts and polishes light fixtures. Washes and replaces blinds.
- Moves cabinets, boxes, furniture, and equipment to clean areas. May remove stains from such surfaces as carpets, walls, and floors using chemicals and cleaning solutions.
- Sweeps walks, rake leaves, remove snow and ice or perform other incidental seasonal tasks.
- Maintains landscape: water, cuts, and trims shrubs and grass.
- Sets-up and takes down for room rental events. Cleans up after events. Assists groups and building users in a courteous and accommodating manner.
- Ensures safety and security of building and follows policies and procedures related to safety, issues, and incidents.
- Maintains storage of equipment, supplies, and materials.

### **Winning Behaviors, Competencies, and Skills**

- Establishes and maintains healthy interpersonal relationships with team members and co-workers.
- Customer/client focus.
- Teamwork orientation.
- Thoroughness.
- Time Management.

### **Supervisor Responsibility**

None



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## **Work Environment**

The janitor performs their work in a community center setting which houses a healthcare facility, day care facilities, and professional offices. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts, and vibration. The employee is occasionally exposed to outside weather conditions.

## **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.

While performing the duties of this job, the employee is regularly required to see, talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and move items over 50 pounds.

## **Position Type and Expected Hours of Work**

This is a part-time position, and the expected work hours are 20-30 hours per week, afternoon and evenings, Monday through Friday; weekend work is also necessary depending on the schedule of events.

## **Required Education, Experience, and Qualifications.**

High School Diploma or GED diploma.

## **Preferred Education and Experience, and Qualifications.**

One year plus relevant experience.

## **Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.