

Janitor Job Description

The Janitor maintains SELCC's building in excellent condition by cleaning twice weekly. The Janitor reports to the Executive Director.

Job Duties and Responsibilities (Other duties as assigned)

- Clean and supply restrooms
- Clean windows and doors, inside and out
- Clean all building floors (by vacuuming, sweeping, and mopping)
- Remove waste and empty trash
- Dust surfaces
- Sanitize counters, tabletops and other frequently touched surfaces
- Maintain inventory of all cleaning supplies
- Maintain janitorial storage area in organized and safe condition
- Bring all issues and concerns to the Executive Director in a timely manner

Education/ Experience

- High school diploma or GED required
- Job-related experience preferred
- Basic maintenance skills preferred

Capabilities

- Ability to work independently, follow schedules and keep commitments
- Ability to follow all health and safety regulations
- Attention to detail
- Ability to lift, bend, and complete physical tasks
- Willingness to adjust hours to accommodate the needs of the job

Time Commitments

- Janitor will clean twice weekly, for a total of 6 hours per week
- Cleanings must be completed outside of SELCC's business and event hours
- Hours need to be flexible; must be able to adjust for special events and building rentals

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print) & Signature

Date