

Janitor Job Description

We provide a description for you to understand the position before applying. We know not all strong candidates will meet all the qualifications. Applicants are welcome to provide a cover letter and share with us why they believe they are qualified for this position including education, life experience and professional expertise. We are most interested in applicants who are passionate about the purpose of SELCC.

The Janitor maintains Southeast Linn Community Center and Lisbon Library in excellent condition by cleaning twice weekly. The Janitor reports to the Executive Director of SELCC and the Director of the Lisbon Library.

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)
- Empty trash cans and recycling bins
- Dust 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 8 hours per week
- Cleanings must be completed outside of SELCC and Library 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