

Janitor Job Description

Job Position/Title: Janitor (Regular) Department: Custodial Report To: Operations Manager FLSA Status: Non-Exempt	Date: 07/01/2017 Rev. Date: 07/31/2017
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Primary Purpose: Clean and supply buildings as assigned on work schedule.

Essential Duties/Functions:

- Read and understand schedule prior to start of job.
- Clean building floors by sweeping, mopping or vacuuming.
- Clean and re-supply restrooms and/or showers.
- Clean and polish all stainless steel surfaces, including but not limited to restroom fixtures, elevator panels and kick boards.
- Clean windows, glass partitions, and mirrors per work order
- Dust furniture, walls, partitions, wainscots, exhaust fan vents, etc. in common areas from 7-15 ft.
- Mix water and cleaning solutions in containers according to required dilutions.
- Follow procedures for the use of cleaning solutions and equipment, in order to prevent damage to areas being cleaned
- Clean equipment thoroughly after use.
- Employees will be responsible to answer to supervisors.

Other Duties/Functions:

- Drive company vehicles required to travel to work site (for select employees).
- Notify managers concerning any malfunctions of equipment or vehicles.
- Pick-up and request supplies and equipment needed for cleaning and maintenance duties.
- Company vehicles and janitor closets are to be kept clean and orderly

Working Conditions:

Equipment used: Dust and wet mop, brooms, mop buckets, garden sprayer, floor machines, buffers, wet/dry vacuums, etc.

Location: Various – Military Bases

Work Hours: Variable. Early a.m. and late p.m. shifts may be required.

Mental Demands:

- Must be able to function under limited to no supervision.
- Able to communicate verbally, and understand and follow written and verbal instructions in English.
- Must be able to work with teams.

Physical Demands:

- Able to work on their feet for 8 hours per day.
- Able to lift up to 50 lbs.
- Able to work in a warm climate.
- Able to climb stairs.

Qualification Requirements:

- Previous janitorial experience preferred.
- Must be authorized to work in the U.S.
- Must be able to pass various background checks.
- Must be qualified to obtain a Government Installation Access Pass.

This Job Description is not meant to be all inclusive, but rather to serve prospective employee an idea of the type of work conditions and demands required of the job.