



Job Description

Department: Outreach Services

Position: Janitor

Reports to: Director of Outreach Services

Summary: The janitor is responsible for the cleanliness of the building and grounds including both inside and outside the building while following cleaning chemical safety guidelines and any pertinent guidelines of the LFUCG.

Responsibilities:

1. Cleaning of floors, walls, windows, ceilings, equipment, etc. per daily checklists.
2. Mowing and trimming of grass/weeds in summer season.
3. Manage trash flow to maximize recycling of appropriate materials and building sanitation.
4. Use and store all cleaning and sanitizing chemicals in a safe manner as described on product labels.
5. Notify Director of needs in paper and cleaning products inventory management.
6. Do room furniture set ups as needed.
7. Other duties as assigned.

Qualifications:

1. **Personal** Friendly personality, personal organization skills, professional demeanor.
2. **Education and Experience** High school diploma; one year janitorial experience.
3. **Knowledge** How to operate cleaning equipment (vacuum cleaner, mop bucket, buffer, lawn mower and trimmer).
4. **Skills and Abilities** Ability to follow written and verbal instructions. Ability to pay attention to detail. Ability to stay calm in stressful situations. Ability to do basic math calculations. Ability to lift 50 pounds. Ability to bend, twist, squat, and lean over multiple times during a work shift. Ability to follow product safety and use instructions.