

Janitor

Job Summary:

The Janitor will be responsible for cleaning and sanitizing offices, meeting rooms, bathrooms, kitchen and dining room and high-traffic areas.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Performs general cleaning and janitorial duties in the common areas of the building.
- Performs minor repairs and maintenance such as replacing light fixtures or unclogging pipes.
- Assists in cleaning and sanitizing restrooms and cafeteria.
- Ensures heating and cooling systems are operational.
- Maintains a neat and orderly janitors' room; ensures cleaning and maintenance supplies are stocked.
- Washes windows.
- Assists in examining premises for safety hazards; reports deficiencies to maintenance department.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions.
- Detail-oriented and thorough.
- Ability to perform basic repairs and operate tools or equipment used in routine maintenance.
- Ability to keep the premises clean and orderly.
- Ability to interact with staff while remaining professional, polite, and courteous.

Education and Experience:

- High school diploma or equivalent required.
- Must pass a background check.

Physical Requirements:

- Prolonged periods standing.
- Must be able to lift, bend, stoop, climb, reach, and lift up to 50 pounds at a time.