



JANITOR STAFF POSITION

Job Description

We are currently seeking an energetic and highly motivated individual to join our team as a Janitor. The Janitor will be responsible for cleaning and preparing the facilities for weekly use. The ideal candidate for this position is detail-oriented, with the ability to balance routine and non-routine cleaning and preparation needs.

Duties and Responsibilities

The Janitor's main responsibility is to clean and prepare the facilities for use. This responsibility is organized to follow the ministry and facility schedule. Reoccurring duties include:

- Routine checks of the buildings (Main Building and D-House)
- Cleaning floors (vacuuming, washing, and mopping)
- Cleaning, disinfecting, sanitizing and restocking restrooms
- Dusting and disinfecting surfaces
- Collecting and taking out trash
- Maintaining a thorough inventory of supplies
- Reporting needed repairs and maintenance needs
- Meeting weekly with Administrative Assistant to review facility schedule and needs
- Preparing facilities for seasonal changes and needs
- Executing monthly check of emergency lights and exit lights
- Assisting with yearly building inspections

Requirements

The Janitor needs to have a high school diploma and have proficiency with:

- Understanding different cleaning products and their use
- Attention to detail, with the ability to organize and multi-task
- Good physical stamina and strength
- Strong interpersonal and communication skills

Compensation

25-30 hours per week

Hourly pay scale: \$15.03 / per hour

PTO scale: 5 minutes / per hour worked