

## **JANITORIAL**

### **JOB DESCRIPTION**

Under supervision of administrative superior, performs all primary duties listed.

### **PRIMARY DUTIES REQUIRED FOR THIS POSITION:**

Report to the Maintenance Lead who is responsible for the direction of house keeping services in the facility.

Clean and sanitize restrooms/bathrooms using established practices and procedure. Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; empty cigarette urns; replace light bulbs; refill restroom dispensers.

Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.

Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.

Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.

Wash walls and equipment; use ladders when required in work assignments.

Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.

Follow instructions regarding the use of chemicals and supplies. Use as directed. Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs in areas within sixteen feet of buildings using hand-operated tools or small power equipment.

Move furniture, equipment, supplies and tools on an incidental basis.

Wash accessible interior and exterior windows. Clean blinds. Launder cleaning rags and dust mops.

Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.

Attend to emergencies when necessary. Attend safety meetings and other related meetings. Take classes as required in cleaning methods and techniques, new products, First Aid, CPR, and working relationships.

Handle recycling materials. Call in work orders. Assist in the instruction and supervision of probation workers. Assist with inventory control and security. Safely operate all vehicles and other job related equipment.

Support and enforce all governmental policies, such as OSHA/WISHA rules, safety regulations and guidelines, etc. Enforce and support policies established by the Highland County Board of Commissioners.

Perform related duties as required.

**QUALIFICATIONS**

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities. An example of an acceptable qualification for this position is:

Completion of high school education, plus 6 months training or experience in commercial cleaning. Must be able to establish a friendly atmosphere with office staff.