

Title: Janitorial Technician
Level: Part-Time, Non-Exempt

Position Summary

The Janitorial Technician has responsibility for the day-to-day cleaning of assigned facilities.

Essential Duties and Responsibilities

- Clean the interior of buildings, including but not limited to floors, carpet, rug, windows and walls.
- Disinfect commonly used items like desks, door handles, office tools and phones.
- Empty trash and recycling bins, vacuum, sweep and mop floors.
- Clean and maintain restrooms.
- Wash and clean windows and mirrors.
- Dust furniture and fixtures.
- Notify the supervisor of unsafe conditions as necessary.
- Adheres to, has knowledge of and enforces all company policies, procedures and practices.
- Appropriately logs time in/out of assigned cleaning jobs via Swept.

Education and Experience

- Knowledge of various cleaning products and when to use them.
- Knowledge of safety guidelines when working with chemical cleaners.
- Excellent time management skills.
- Strong customer service skills, demonstrating the ability to be respectful of customer facilities.
- Willingness to be flexible and work additional shifts and days of the week, including holiday and weekends, as needed.

Language Skills and Physical Demands

- Ability to communicate in a professional and respectful manner at all times.
- Frequently required to stand 6 to 8 hours a day consistently.
- Frequently required to move up to 50 pounds unassisted.
- Must be able to occasionally move more than 60 pounds with assistance.
- Ability to consistently bend, stoop, kneel and reach overhead.
- Ability to consistently move about the facility.
- Must have access to reliable transportation.

Work Environment: The work environment characteristics described here are representative of those employees performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.