



Janitorial Cleaner Job Description

Division/Department: Facilities

Reports to: Facilities Supervisor

Level/Grade:

Type of position:

Full-time Contractor
 Part-time Intern

Exempt
 Nonexempt

General Description:

The primary function of a janitor is to keep all office areas in a clean and sanitary condition.

Work experience/Qualification requirements:

Sweep assigned areas and deposit sweeping in trash cans.

2. Move trash cans as required to loading platform for removal.

3. Scrub, sweep, polish floors, walls furniture in office areas and break rooms; remove waste from offices and move to loading platform or compactor.

4. Clean washrooms and maintain supplies of soap, paper towel and similar items.

5. Store hand trucks, mop buckets and other equipment in an orderly fashion in designated locations.

6. Clean partition windows and polish metal ornamental surfaces; perform general housekeeping operations.

7. Perform all work in accordance with oral or written instructions and in good conformance with Company standards of safety, workmanship and good housekeeping practice.

8. Use all materials and equipment necessary in the performance of above duties.

Education Requirements:

Familiarity with an office environment is desirable.

Employee Name:

Employee Signature:

Date of Hire:

Date Signed:

Dept. Manager Name:

Dept. Manager Signature:

