

Building and Grounds Janitor

Title: Building and Grounds Janitor

FLSA Status: Non-exempt, Date: October 2020

Contact: Email resume to Tara Quinn at: quinn@wdchoc.org

Position Summary:

- Under general supervision of the Maintenance Supervisor, the Janitor is responsible for providing routine janitorial services to the grounds, common areas and offices as directed. The Janitor also responds to emergency requests for services as requested by his/her supervisor.
- Reports to: Maintenance Supervisor Essential Duties and Responsibilities:
- Communicate appropriately; show respect to tenants and staff.
- Removal of trash and litter from the grounds, steps, common stairways, and corridors.
- Sweep dirt and debris from walkways and stairs and place in an appropriate receptacle.
- Wash common area floors and stairs with a wet mop and cleaning solution
- On a timetable provided by the supervisor, strip wax from VCT floors with floor cleaning equipment and apply new wax coating.
- If applicable, clean floors, walls, toilets and sinks in common area restrooms. Clean community rooms including counters. Clean and polish elevators.
- Clean common area glass surfaces and windowsills.
- Clean dirt and cobwebs from walls and ceilings in common and office areas.
- Check condition of building basements and notify supervisor of leaking water heaters or boilers. Change light bulbs as required and sweep floor.
- Other duties as directed by supervisor.

Other Responsibilities:

Assist Maintenance Technicians as directed by supervisor.

Education and Experience:

- High school degree or equivalent preferred.
- Valid Driver's License and Insured vehicle.
- Safe driving record.

Knowledge, Skills and Competencies:

- Client focused.
- Familiar with practices and procedures used in janitorial work.
- Basic understanding in the operation of floor cleaning equipment.
- Aware of safety measures involved with work.
- Comfortable working in an environment with diverse populations who have a variety of lifestyles.
- Able to respond to emergency situations and if necessary be available for an on-call rotating shift.
- Bilingual, English Spanish is helpful in communicating with tenants.

Physical Demands:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; sit; walk, use hands to finger, handle, or feel; reach with hands; and talk or hear. The employee must carry objects weighing 10 -

25 pounds several times per day. With assistance, must move heavy and bulky objects such as floor equipment, 2 - 3 times per month. Frequently required to walk and climb several sets of stairs and/or ladders. Must be able to drive to scattered sites within the community and local region.

Predominantly, the work is performed in public buildings and on occasion in residential units. The noise level in the work environment is usually moderate and the environment is sometimes chaotic. Employee is occasionally exposed to outside weather conditions. At times areas are not well lit and may not meet cleanliness standards. Protocol for safety and security is a priority. Occasional work after normal business hours. Responses to emergency calls may occur during the night and involve travel in unsafe areas or adverse weather conditions. Frequent use of janitorial equipment.