

## JANITOR II

PURPOSE: Perform a variety of cleaning and custodial maintenance tasks.

### FUNCTIONAL AREAS:

1. Perform routine cleaning and custodial maintenance duties.
  - \* A. Maintain carpeted floors and runners by vacuuming, removing stains, and shampooing.
  - \* B. Maintain tile and terrazzo floor surfaces and plastic shields by stripping, waxing, buffing, sweeping, wet mopping, and dry mopping these floor surfaces.
  - \* C. Operate floor cleaning machines and repair wax covering on floors.
  - \* D. Maintain furniture and woodwork by washing, dusting, waxing, and polishing.
  - E. Perform minor repairs to furniture and equipment.
  - \* F. Move furniture as assigned.
  - \* G. Maintain bathrooms by cleaning and disinfecting sinks, mirrors, urinals, toilets, showers, and walls.
  - \* H. Collect and dispose of garbage, including recyclable materials.
  - \* I. Perform miscellaneous tasks including cleaning venetian blinds, fans, humidifiers, ashtrays, windows, walls, drinking fountains, and garbage cans; changing filters; polishing brass; replacing light bulbs; maintaining equipment; restocking supplies; and raising and lowering the flag.
2. Perform outside maintenance and security tasks.
  - \* A. Perform snow shoveling and sweeping of sidewalks and stairs.
  - \* B. Apply deicer to sidewalks and stairs when necessary.
  - \* C. Provide building security by locking and unlocking doors, checking windows, turning out lights, and serving as watchperson against vandalism.
3. Serve as lead worker for assigned janitorial staff.
  - \* A. Plan and assign the activities of janitorial staff.
  - \* B. make selection recommendations.
  - \* C. Train all assigned personnel.

### JOB REQUIREMENTS

#### EXPERIENCE AND EDUCATION:

- † A. Two (2) years of verifiable experience in custodial maintenance work and the cleaning of buildings.

#### KNOWLEDGE:

- † A. Thorough knowledge of the methods, materials, and equipment used in cleaning and floor maintenance.
- † B. Knowledge of general safety practices and procedures related to custodial work.

ABILITIES:

- † A. Mechanical ability.
  - † B. Ability to supervise.
  - C. Ability to understand and follow oral and written instructions.
  - † D. Ability to read and understand custodial and maintenance equipment manuals .
  - † E. Ability to make minor repairs to equipment.
  - † F. Ability to observe safety rules.
  - † G. Ability to establish and maintain effective working relationships with others.
  - † H. Ability to climb ladders and to work in high places.
  - † I. Ability to work in dusty, dirty, wet, and cold conditions.
  - † J. Ability to walk, kneel, climb, stand, stoop, crouch, reach, puch, pull and do related physical activities necessary in performing janitorial work.
  - † K. Ability to perform physical labor outdoors in all kinds of weather.
  - † L. Ability to perform manual tasks related to the operation and moving of heavy equipment, furniture, and supplies.
  - † M. Ability to lift and carry equipment and supplies such as boxes of paper, mop buckets, and furniture weighing up to 55 pounds.
  - † N. Ability to occasionally lift and carry with others equipment and supplies weighing up to 100 pounds.
- \* Essential functions of the position
- † Job requirements necessary on the first day of employment

JG  
CSB 19951108  
CC 19951127