

Janitor Job Description

After School Hours – 20-25 hours/week

- 1) Must be at least 18 years of age and able to lift 20 lbs overhead to stock and retrieve paper items for bathroom dispensers.
- 2) Must be able to physically operate floor scrubber machines (training provided).
- 3) Summer time reporting is minimal; Regular hours begin mid-August and end early in June.
- 4) Take out trash in all bathrooms and classrooms, gym, TRR (Teacher Resource Room), and main hallway (buildings 1 & 4. The teachers place trash bags in the main hallway in building 1 from classrooms. Be sure to check TRR daily.
- 5) Dust mop TRR & gym floors daily; use floor scrubber as scheduled.
- 6) Mop/Floor Scrubber:
 - a) Classrooms per rotation
 - b) Hallways daily (floor scrubber for main hallway)
 - c) Rub out scuffmarks as needed.*Teachers prepare rooms by having students put up chairs and/or move tables on designated days.
- 7) Bathrooms - Daily: (8 bathrooms in building 1, 6 bathrooms in building 4)
 - a) Clean all toilets and urinals with brush and disinfectant.
 - b) Wipe down/disinfect all toilets and urinals, stall and urinal panels, sinks, mirrors, door handles, light switches and dispensers.
 - c) Mop floors.
- 8) Wipe down/disinfect door handles, light switches throughout all buildings.
- 9) Check and restock soap, paper towels, and toilet paper.
- 10) Wipe down/disinfect water fountains.
- 11) Vacuuming
 - a) Daily - Building 4 hallway and all entry rugs, including office entry & printer room rugs
 - b) Vacuum main office as needed, minimum 1x per week.
- 12) Clean glass on entry doors inside & out.
- 13) Wipe down/disinfect entry door handles.
- 14) Report any problems, concerns or needs to the facility manager.
 - a) See Facilities Manager about schedule for classrooms
 - b) Teachers can email Facilities Manager if something needs to be refilled