

# **Janitor**

## **Job Purpose**

Cleans and provides upkeep for spaces and buildings, performs basic repairs, maintains cleaning supplies, operates cleaning equipment, and works for corporate and government clients.

## **Janitor Job Duties**

- Cleans and keeps up various surfaces and material within a building or space
- Sweeps and mops floors
- Vacuums and steam cleans carpets / flooring
- Washes windows
- Cleans and disinfects toilets and replenishes supplies such as toilet paper, soap, and paper towels
- Responds to urgent situations, such as drain blockage, spills, that require quick action
- Orders cleaning supplies and equipment and maintains an appropriate stock at all times
- Mixes liquids and solvents from basic materials to create effective cleaning supplies
- Operates and maintains equipment such as vacuums and floor cleaners
- Collects and removes trash from a building or space
- Makes minor repairs as necessary, including tasks such as changing light bulbs and fixing leaks
- Notifies headteacher when major repairs, including structural issues or highly skilled tasks, are required
- Monitors heat, cooling, and other environmental systems
- Maintains a level of security in a building, such as locking doors, storing keys, and using access codes for restricted areas and rooms
- Performs outdoor upkeep as necessary, including shovelling snow, and maintaining entrances and walkways
- Typically works when facilities are closed to the public or during low traffic time periods

## **Janitor Skills and Qualifications**

- Knowledge of cleaning and maintenance
- Physical Stamina
- Physical Dexterity
- Agility

- Knowledge of Chemicals and Solvents
- Time Management
- Attention to Detail
- Ability to Work independently
- DIY skills
- Ability to observe safety and security procedures and to comply with policies
- Ability to read and interpret written information; ability to write clear statements; ability to communicate orally
- Must be able to do physical work and operate power equipment normally found in janitorial operations
- Attention to detail
- Ability to follow schedules and keep commitments
- Ability to follow directions from a supervisor
- Ability to demonstrate professionalism
- Must be able to manage time efficiently and to work individually as well as within a team