



JOB DESCRIPTION

TITLE: Janitor
DEPARTMENT: Program
REPORTS TO: Branch Executive
FSLA: Part-time, Non-Exempt

PRIMARY FUNCTION:

Under the direction of the Branch Executive, the Janitor maintains supplies and cleanliness of the facility.

KEY ROLES (Essential Job Responsibilities):

1. Establishes a cleaning schedule to ensure the entire facility is adequately cleaned.
2. Monitors maintenance supplies and orders supplies as needed upon approval from the Branch Executive. Follows procedures for purchasing supplies.
3. Reports any maintenance problems, structural or damage, immediately to the Youth Development Director or Branch Executive.
4. Ensures that all floors are swept and mopped or vacuumed and all garbage cans emptied at least once per day.
5. Cleans toilets, toilet stalls, and sinks daily. Paper towels, toilet paper dispensers and soap dispensers are replenished daily.
6. Straightens and dusts all shelves and tables and keeps supply closets in order.
7. Washes windows, walls, and cleans mirrors as needed.
8. Keeps the entrance to the club clean at all times.
9. Keeps the grounds free of litter.
10. Promotes safety of members and appearance of the branch at all times.
11. Participates in weekly branch staff meetings.
12. Other duties as assigned.

ADDITIONAL RESPONSIBILITIES:

1. May participate in special programs and/or events
2. May drive the Branch van.

RELATIONSHIPS:

Internal: Maintains close, daily contact with supervisor to receive/provide information and/or discuss issues.

SKILLS/KNOWLEDGE REQUIRED:

- High school diploma or equivalent
- Experience in janitorial work
- Ability to maintain facility cleanliness
- Valid state driver's license (if applicable)
- Ability to lift heavy items and equipment
- Ability to communicate effectively

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____
Incumbent **Date**

Approved by: _____
Branch Executive **Date**